



## Wellfleet Selectboard

### **Note: Start Time of 6pm**

The Wellfleet Selectboard will hold a public meeting on **Tuesday, April 2, 2024, at 6:00 p.m.** located at the Wellfleet Adult Community Center (ACC), 715 Old King's Highway, Wellfleet, MA 02667. Remote participation will be available by Zoom and telephone as provided below, in compliance with 940 CMR 29.10 and the Town's Remote Participation Policy. If technological problems interrupt remote participation, the meeting may be suspended or ended at the discretion of the Chair in consultation with the Board.

Selectboard meetings are broadcast live on Comcast cable (Wellfleet Government TV Channel 18) and are recorded. Recordings of meetings are available at [wellfleet-ma.gov](http://wellfleet-ma.gov)

**Note: Any individual may record the meeting, but must first notify the Chair, and may not interfere with the meeting to record it. See M.G.L. c. 30A, s. 20(f).**

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

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

**By Phone: +1 929 205 6099 and enter Meeting ID: 856 8960 4806 | Passcode: 611877**

**To participate during public comment:**

In person: go to closest available microphone.

Zoom: raise hand to be called on to speak.

Phone: dial \*9 to raise hand to be called on

*All participants must be recognized by the Chair prior to speaking during public comment or at any other time during the meeting. See "Speech and Conduct at Public Meetings" page following Agenda for further information on the law governing public participation.*

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### **I. *Announcements and Public Comments***

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

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

### **II. *Consent Agenda***

A. Use of Town Property for the celebration of USA Veteran for Memorial Day, front lawn at town hall ~ Monday May 27, 2024; 9am to noon~ Lt. Charles E. Annett, Wellfleet American Legion Post 287

B. Wellfleet Recycling Committee; Lydia Vivante/Christine Shreeves: Spring Expo, Saturday June 8, 2024; 9:30am – 12:30pm (Rain Date Saturday June 15<sup>th</sup>)

### **III. *Police Appointments***

A. Jeremiah Valli promoted to lieutenant.

B. Lace DeOliveira promoted to Sergeant.

- IV. ***Operating Budgets***  
 A. Nauset Schools will present their operating budgets to the board.  
 B. Inspectional Services ~ Building Department  
 C. Recreation call back ~ Becky Rosenberg
- V. ***Public Hearings***  
 A. Application Received March 11, 2024, transfer of Alcohol License; JLS Adventures; DBA: Maurice’s Campground, 80 Route 6 Wellfleet MA 02667
- VI. ***Licenses***  
 A. Renewal of Seasonal Alcohol License
  - Wilson Family Limited Partnership; DBA: Wellfleet Motel & Lodge
  - Slackman Inc.; DBA: Pearl Restaurant
  - Harbor Stage Co. Inc. DBA: Harbor Stage Company
  - Barry and Winslow, LLC. DBA Winslow’s Tavern
  - Wellfleet Marketplace Inc. DBA Wellfleet Marketplace
  - Ceraldi Inc. DBA Ceraldi
  - Ekdanta Package Corp. DBA Wellfleet Wine & Spirits
  - Wellfleet Beachcomber
- VII. ***Board/Committee Appointments and Updates***  
 A. Interview and possibly appointment of Stephen Douglass ~ Wellfleet Historical Commission for a term of three years.  
 B. Presentation from the Cable Internet and Cellular Service Advisory Committee regarding the beach Wi-Fi project, possible votes may be taken on this item.  
 C. Energy & Climate Action Committee ~ Seeking approval of the board to upgrade their Green Communities status to the next level, “Climate Leader Communities.”
- VIII. ***Business***  
 A. Macs on the pier One Year License ~ Board to discuss and take a possible vote to enter a one-year agreement with Mac Hay.  
 B. Ice Machine Update  
 C. Bound Brook Update  
 D. Town Meeting Warrant
- IX. ***Correspondence***
- X. ***Selectboard Reports***
- XI. ***Town Administrator’s Report***
- XII. ***Topics for Future Discussion***
- XIII. ***Minutes***  
 A. March 19, 2024  
 B. March 21, 2024  
 C. March 26, 2024  
 D. March 28, 2024
- XIV. ***Adjournment***



# SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

I

## ANNOUNCEMENTS AND PUBLIC COMMENTS

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



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

# II

## CONSENT AGENDA

<b>REQUESTED BY:</b>	<b>Various Parties</b>
<b>DESIRED ACTION:</b>	<b>To approve the following without objection</b>
<b>SUMMARY:</b>	<p><b>I move to approve the following items with no objection:</b></p> <ul style="list-style-type: none"> <li>• <b>Use of Town Property ~ Lt. Charles E. Annett, Wellfleet American Legion Post 287, Town Hall Front Lawn, May 27, 2024; 9am to 12pm, celebration of USA Veterans Memorial Day 10 members and residents of Wellfleet and other towns.</b></li> <li>• <b>Use of Town Property ~ Wellfleet Recycling Committee; Spring Expo at the transfer station, Saturday June 8, 2024; 9:30am – 12:30pm.</b></li> </ul>
<b>ACTION TAKEN:</b>	<p>Moved By: _____ Seconded By: _____</p> <p>Conditions:</p>
<b>VOTED:</b>	<p>Yes _____ No _____ Abstain _____</p>



APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELFLEET  
300 MAIN STREET  
WELFLEET, MA 02667

Applicant LT Charles E. Annett Affiliation or Group Welfleet American Legion Post 287

Telephone Number 508-214-0124 Mailing Address 55 Homestead Lane

Email address \_\_\_\_\_ Welfleet MA 02667

Town Property to be used (include specific area) Front Lawn of Welfleet Town Hall

Date(s) and hours of use: May 27, 2024 9 AM to 12 NOON

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.

Celebration of USA Veterans Memorial Day  
10 members and residents of Welfleet and other towns  
DPW Public Address system, podium, microphone  
Parking at rear of Welfleet Town Hall

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

Police traffic control service, DPW Public Address System  
and several rows of chairs

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:

\_\_\_\_\_ Proof of Insurance Required

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_\_ Disapproved for following reason(s): \_\_\_\_\_

Date: \_\_\_\_\_

Processing Fee: \$50.00

Fee: \_\_\_\_\_

**APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS**

<b>Health/Conservation Agent:</b> <b>Ok - Beth Pyles</b> Comments/Conditions:  Permits/Inspections needed:	<b>Inspector of Buildings:</b>  Comments/Conditions:  Permits/Inspections needed:
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<b>Police Department:</b>  Comments/Conditions:	<b>Fire Department:</b> <b>OK - Chief Pauley</b> Comments/Conditions:
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<b>DPW:</b> <b>Okay - Jay Norton</b> Comments/Conditions	<b>Community Services Director:</b>  Comments/Conditions:
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<b>Harbormaster:</b> <b>N/A</b> Comments/Conditions	<b>Shellfish:</b> <b>N/A</b> Comments/Conditions
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<b>Recreation:</b> <b>N/A</b> Comments/Conditions	<b>Town Administrator:</b> <b>ok</b> Comments/Conditions
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APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant Lydia Vivante / Christine Shreves Affiliation or Group Wellfleet Recycling Committee +

Telephone Number 508 237 3133 / 703 855 6128 Mailing Address 300 Main Street / Town Hall

Email address wellfleetrecycles@gmail.com

Town Property to be used (include specific area) Wellfleet Transfer Station / Recycling Center

Date(s) and hours of use: Saturday, JUNE 8 from 9:30AM to 12:30PM [rain date Saturday JUNE 15, same hours]

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 'Spring Expo' educational event and tour of the TS/RC. We will remember Leonard 'Lenny' Federico Recycling Plaza star educator; and Richard 'Dick' Elkin of Solarize Wellfleet and longtime Chair of Wellfleet's Energy & Climate Action Committee. The community will learn about Wellfleet's new Swap Shop and explore recycling information stations with presentations on composting, paint recycling, textile recycling, shell recycling, solar power, electric vehicles, the Library of Things. Artwork and all-ages creative recycling activities and games.

Parking: In the back yard. Food: We will provide packaged snacks for staff, vendors, and volunteers (some may bring their own snacks/lunch). Beverages: We will provide chilled water for everyone.

Free for TS/RC permit/sticker-holders; others will need to pay \$10 to enter (as is the current policy)

NUMBER OF PERSONS: 5 to 10 volunteers and 5 to 10 vendors/presenters. People will be coming and going all morning. We checked with Michael Cicale, TS/RC Foreman, capacity will not be a problem as there is such a large area.

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

We will need several folding tables

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. NOTE: Please waive the \$50 processing fee because we are a Town of Wellfleet committee.

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**

<b>Health/Conservation Agent:</b> <b>OK - Beth Pyles</b> Comments/Conditions:  Permits/Inspections needed:	<b>Inspector of Buildings:</b>  Comments/Conditions:  Permits/Inspections needed:
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<b>Police Department:</b>  Comments/Conditions:	<b>Fire Department:</b> <b>Okay - Chief Pauley</b> Comments/Conditions:
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<b>DPW:</b> <b>Okay - Jay Norton</b> Comments/Conditions	<b>Community Services Director:</b>  Comments/Conditions:
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<b>Harbormaster:</b> <b>N/A</b> Comments/Conditions	<b>Shellfish:</b> <b>N/A</b> Comments/Conditions
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<b>Recreation:</b> <b>N/A</b> Comments/Conditions	<b>Town Administrator:</b> <b>ok</b> Comments/Conditions
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## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

III

### POLICE APPOINTMENTS

~ A ~

### Jeremiah Valli

<b>REQUESTED BY:</b>	<b>Kevin LaRocco, Wellfleet Police Chief</b>
<b>DESIRED ACTION:</b>	<b>To approve the promotion of Sergeant Jeremiah Valli to Lieutenant</b>
<b>PROPOSED MOTION:</b>  <b>SUMMARY:</b>	<b>I move to approve the appointment of Sergeant Jeremiah Valli to the position of Lieutenant within the Wellfleet Police Department, effective Monday April 1, 2024.</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

Town of Wellfleet  
Police Department

March 25, 2024

To: Wellfleet Selectboard  
Town Administrator Tom Guerino

From: Chief Kevin M. LaRocco

Subject: PROMOTION OF SERGEANT JEREMIAH VALLI TO THE POSITION OF LIEUTENANT

I request Sergeant Jeremiah Valli be promoted to the position of Lieutenant within the Wellfleet Police Department, effective Monday, April 1, 2024. Sergeant Valli started with the Wellfleet Police Department as a reserve officer in 2007. After two summers, Sergeant Valli was hired by the Truro Police Department, where he worked as a supervisor until 2018 when he decided to return to Wellfleet.

Sergeant Valli has deep roots in Wellfleet, having been born and raised in the area. With his upbringing here, he possesses unique knowledge of the region, considering Wellfleet to be his family hometown. He is highly motivated and committed to staying up-to-date with the latest developments in law enforcement.

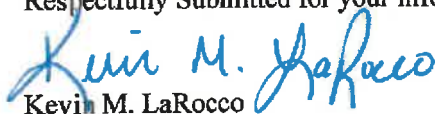
Throughout his tenure with the Wellfleet Police Department, Sergeant Valli has held numerous positions, including Firearms Instructor, Taser Instructor, Field Training Instructor, SWAT Team Member, and Accreditation Manager, among many other supervisory roles. I am confident that Sergeant Valli will continue to lead by example and be an exemplary asset to the command staff as we embark on our next chapter towards accreditation.

I have attached Sergeant Valli's letter of interest for the Lieutenant position, which was submitted during the promotion process that began in February 2024.

Sergeant Valli summary if information:

May 2007	Hired as a reserve Officer.
July 2009	Transferred to Truro Police Department.
April 2013	Promoted to Sergeant Truro Police Department
April 2018	Transferred back to Wellfleet Police Department as Patrol Officer.
January 2022	Promoted to Sergeant.

Respectfully Submitted for your information and consideration.

  
Kevin M. LaRocco  
Chief of Police

TO: Deputy Chief Michale P. Turner  
FROM: Sergeant Jeremiah Z. Valli  
RE: Letter of Interest for Lieutenant  
DATE: February 12, 2024

Deputy Chief,

Please accept this letter of interest as my formal request to be considered for the Lieutenants selection process.

1) Why you should be considered for the position?

I feel that I possess the knowledge, skills, abilities, experience, and the drive to be a successful member of the Wellfleet Police command staff. I began my career in Law Enforcement in March of 2004 with the Barnstable County Sheriff's Office. Prior to my Law Enforcement career, I served four years of active service in the United States Marine Corps. While employed by the Sheriff's Office, in 2007 I attended the Reserve Police academy in Plymouth. I began working my days off from the Sheriff's Office at the Wellfleet Police Department to gain the experience needed to become a full-time police officer. In July of 2009, after two summers of working as a Special Officer, I began working for the Truro Police Department, attending the Second State Police Municipal Academy. While employed by the Truro Police Department I was given numerous opportunities. I held many positions with that agency, some of which included Firearms Instructor, Taser Instructor, Field Training Officer, CCRLEC SWAT Team Member, Breath Test OIC, OIC of Cruiser Fleet, as well as other duties and responsibilities. In February of 2013 I was promoted to the rank of Sergeant, attending and graduating from Sergeants School at Roger Williams University. As a Sergeant, along with all normal shift related supervisory responsibilities, I also held several collateral duties including assisting in an MPAC certification process. In April of 2018 for personal and professional reasons I left the Truro Police Department and was given the opportunity to start here at the Wellfleet Police Department. Over the course of my career, I have been involved in several large-scale incidents to include the Boston Marathon Bombing and Watertown manhunt. I was also involved in a successful hostage situation at 63 Baxter Road in Hyannis. In the past I assisted in the apprehension of murder suspects on two different occasions as a member of the CCLEC SWAT Team. I have been extremely fortunate to have trained with some of the best police officers, military personnel, and instructors in the county. I consider myself extremely lucky. I strongly feel that because of this it is my duty to share the knowledge that I have gained as well as the drive I possess with my community and my fellow Law Enforcement Officers.

2) What attributes do you bring to the position, the department, and the community?

Having grown up on the Lower Cape, I have a unique knowledge of this area. Wellfleet is what I consider to be my family's hometown. I have truly enjoyed being a Wellfleet Police Officer over the past almost seven years. Having been a Truro Police Officer for nearly ten years I feel that I bring a unique perspective to this community. It is my opinion that the people of this community are looking for problem-solving police officers who are willing to communicate with their citizens and visitors alike. As a veteran police officer, I believe that it is my role and

responsibility to always mentor junior officers and provide the best example that I can. I feel that my duty to the public is to set an example by providing the best customer service that I can through knowledge of law, experience, professionalism, and dedication. I believe my strongest attributes stem from my desire to help mentor, lead, and set the example for my fellow police officers in any way that I can to ensure that they are successful. I do this by trying to maintain a positive outlook. One of my professional goals is to constantly try to stay aware of changes in law, and to understand the subject matter for which I am responsible.

As a supervisor for the Wellfleet Police Department for the past two plus years I have had the privilege of getting to know and work with the members of the patrol force. I feel that in that time I have gained their trust and respect for my abilities to lead. I have accomplished this in my opinion by setting a good example for the members, being someone who sets goals that are reachable and fair standard for each individual member of my team.

### 3) What are your accomplishments?

I have several letters of appreciation for different SWAT related call outs that I have been involved in. I was the first ever Truro and/or Wellfleet Police Officer to be appointed to serve on the SWAT Team. I have been involved with several high stress situations including two separate murder investigations (one in Truro, and one in Falmouth) as well as one hostage situation (Provincetown). All involved SWAT team members were given a letter of appreciation from the leadership of the Police Department that oversaw each of those particular call(s) for service. I was a firearms "Top Gun" at the Barnstable County Sheriff's Office for my academy class. As a patrol officer I have been recognized in the past for different high stress calls by the citizens that I serve. I was awarded a compassionate action award from PETA for assisting with a deer stuck in a well. Since becoming a Wellfleet Police Officer, I have continued to pursue my professional development by attending trainings that are part of my department collateral duties. Some of these trainings include:

- Axon Taser/Body camera training
- LSU ATERK/LASER Rescue Task Force Training
- Certifications in PTAC, allowing me to instruct the department in Taser and Firearms
- MPAC training to assist the Wellfleet Police Department in obtaining Certification and eventually Accreditation.
- I am also scheduled to become a certified MPAC accessor on March 7<sup>th</sup> of this year.
- I have started the FBI LEEDA training academy for supervisors.

I consider my greatest law enforcement accomplishment to be the mentorship of the officers that I have had the good fortune to Field Train and supervise over the years. I believe that I was able to have a positive impact on several of them, some of whom I stay in close contact with even if they or I no longer work for the same agency as I do. Often these officers and I discuss law enforcement related subjects. Of the 7 patrol officers who currently make up the patrol force of the Wellfleet Police department, I have been involved with Field Training 6 of them. I consider myself not only a supervisor to them but also a mentor.



As a United States Marine, I received commendations and several awards, including 3<sup>rd</sup> award Rifle Expert, Good Conduct Ribbon, Unit Commendation and was eventually promoted to the rank of Corporal.

Since my first year of service to the Town of Wellfleet I have been very involved in the Wellfleet Police union. I have worked closely with the administration of the department on a few occasions to help draft contractual agreements that have been, in my opinion, mutually beneficial to both the Town and the Union.

The greatest accomplishment in my life, however, is, and always will be, my family. I have a wife and a new daughter. We have a herd of animals; we have a great home that we have built together. I have a brother and a sister and my dad, all of whom remain close to me and all of whom I speak to often.

4) What are you currently working on? What Leadership Courses have you taken?

In addition to my normal patrol duties, I am a firearms instructor. I routinely purchase equipment related to firearms including weapons, holsters, and ammunition. I also train and qualify officers on the use of their department issued weapons.

I am a Taser Instructor; responsible for implementing all aspects of the Taser 7 program, including equipment, training, ensuring that the ECW's are maintained properly by all officers, accountability for \$54,000 dollars' worth of police equipment, and any ECW uses of force by an officer and any evidence related to those incidents. Recently I assisted in the procurement process for the next Wellfleet Police Electronic Control Weapon System Taser 10. This product comprises more than \$90,000 dollars' worth of police equipment and implementation systems.

I have developed and implemented an ALiCE program for the citizens of Wellfleet. Since then, I have delivered two training classes to the employees of Outer Cape Health and Mid Cape Home Centers.

I am a member of the Cape Cod Regional SWAT Team. I am committed to assisting other police agencies and the citizens of Cape Cod through my specialized skills and equipment. This team has been one of the focal points of my career and I take great pride in being a member of this unit. The Operators on the SWAT Team are some of the most dedicated and professional police officers that I have ever had the pleasure of working with.

I am the Wellfleet Police Union Vice-President, assisting in representing the membership to the administration and the Town of Wellfleet.

I am the Field Training Coordinator. Over the course of my career in both Truro and Wellfleet, I have been involved with the field training and evaluating program for numerous officers. I feel that this is the second focal point in my career. I have always taken great pride in my duties that relate to training officers in police service. As an FTO, I feel that this area has had the most impact on law enforcement and the communities that I serve. I now supervise as well as take

part in the program responsible for training newly academy graduated police officers on the finest points of what it means to be a Wellfleet Police Officer.

Since the implementation of PM AM HMC I have been working to assist Chief LaRocco with the development and implementation of policies and procedures, as well as the professional standards of the department. Chief LaRocco has recently assigned me to be the department's accreditation manager, responsible for implementing the department's Policy and Procedures, and representing the department to Lexipol, as well as the Cape Cod accreditation working group.

I assisted in the implementation of the department's Body Worn Cameras (BWCs) program, from the procurement process (including assisting with deciding on a vendor, directly dealing with Axon Sales as well as Axon employees and contractors), to managing the deployment and training of the program, as well as working with the administration on press releases, interviews, and news articles.

I have worked with members of the Police Department as well as the Fire Department to develop and implement a multi-agency training day with the Wellfleet Fire Department, with the objective of teaching Officers and Firefighters how to deal with an active threat and how to employ the concepts of the Rescue Task Force successfully. The training was conducted on April 18<sup>th</sup>, 2023. In the fall of 2023, I assisted the Eastham Police and Fire Department with delivering a similar training for their members.

The leadership classes that I have taken in the past are as follows:

I attended and graduated from the Roger William Command Series: First Line Supervisors Course. This training course was an intense two-week long training created in partnership with the New England Association of Chiefs of Police.

I have attended different SWAT leadership courses.

I am currently continuing my leadership training by attending the FBI LEEDA training course.

5) What do you envision the future of the department is, and how do you see us getting there?

I foresee the Wellfleet Police Department entering the accreditation process. This process will require significant buy-in from the members of the department. In my opinion, it will take an accreditation manager who has a very high priority of implementing and writing policies. I also believe that the use of Lexipol as an outside vendor will greatly assist us in this process.

I see us strengthening the Field Training and Evaluation Program. The Wellfleet Police have relied heavily on the Special Officers Program as a trial to see if a candidate was a good fit for the Wellfleet Police Department. It is my opinion that this program has been extremely beneficial in the past; I am a product of it. However, now that the reserve / special officer program is no longer in effect, a strong, effective, and honest Field Training and Evaluation

Program will be essential to maintain the high level of service for which the Wellfleet Police are known.

Achievement of those goals relies on the following:

Improving the recruitment process - as we can clearly see, there is a need to start outside the box thinking about how to attract good candidates for the future of the department.

Retention of employees - this should be a cornerstone for this agency and could be accomplished in many ways. I believe that officers should stay engaged and become stakeholders in the department itself. When officers remain involved in the department, they tend to understand why particular choices and decisions are made. Ways to promote this kind of engagement might include continued support for specialized units within the department, continued development in the use of cutting-edge police equipment, leadership development training classes for interested officers, and, perhaps most importantly, continued open lines of communication between the administration and department members.

Continuing with honest employee evaluations by examining what an employee is doing well, and where they can improve - for the future of the department, we must hold ourselves accountable and not allow negative actions to go unnoted; but simultaneously, when an employee is providing excellent service and when accomplishments or milestones occur, these should be celebrated.

Quality training should become an elevated priority - training not only keeps officers involved and engaged, but it also builds a well-rounded police officer. Trained and confident officers can better deal with situations they face in an ever-changing world. Simply going to the range twice a year and watching a prerecorded video as an "in-service" requirement is not enough. It is my belief that professional development of Police Officers is paramount. This department has made huge strides in this area, and I would like to see this trend continue. I believe that the Wellfleet Police should be an example for surrounding agencies as to how to conduct professional development.

Working on updating scheduling to a strictly electronic system in IMC, or the DTS system - I believe that this should not only encompass details, but all earned time. In my opinion, if an officer is in another town working a detail, the OIC in Wellfleet should know who is in what town in case of an emergency. It would be much more efficient if all details were tracked in IMC.

6) Other information that you feel should be considered in the selection process.

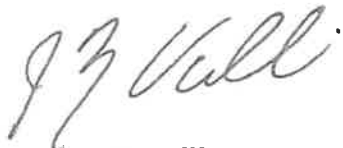
It is my opinion that the patrol force of the Wellfleet Police Department is solid. We are a family-oriented agency, and a community-oriented police service is what I believe the people of Wellfleet want to continue. It is my belief that the Wellfleet Police can accomplish any goal that our community sets as a priority for us, through continued dedication, teamwork, and by the standard to which we hold ourselves.

On a personal note – I recognize that I did not start my career with the Wellfleet Police. When I completed the application process for the Sergeant position, I was given the constructive criticism and directive that I needed to perform my duties with a manner more expected of a Wellfleet Officer. I interpreted this to mean that I should be more compassionate and understanding of the employees that I supervise and try to become more helpful and approachable to members of the community. In the years since I achieved the rank of Sergeant, I have tried to continuously consider this directive, while continuing to deliver what I believe to be professional and constructive service to the Town of Wellfleet. It is my belief that the members of the Wellfleet Police that I supervise and work with trust me to give them helpful and meaningful guidance. I believe that they trust my decisions and my experience and that they know that I will do anything to help them if they need it. I hope to continue to build that trust as the next Lieutenant.

I will close this letter of interest with a quote from my favorite book on Leadership – Extreme Ownership by Jocko Willink and Leif Babin: “There can be no leadership if there is no team.”

Thank you for your time and attention to my letter of interest.

Respectfully Submitted:

A handwritten signature in black ink that reads "J Z Valli". The signature is written in a cursive style with a large initial "J" and "Z".

Jeremiah Z. Valli  
Wellfleet Police  
Sergeant



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

III

### POLICE APPOINTMENT

~ B ~

### Lace DeOliveira

<b>REQUESTED BY:</b>	<b>Kevin LaRocco, Wellfleet Police Chief</b>
<b>DESIRED ACTION:</b>	<b>Approve the promotion of Officer Lace DeOliveira to Sergeant</b>
<b>PROPOSED MOTION:</b>	<b>I move to approve the appointment of Officer Lace DeOliveira to the position of Sergeant within the Wellfleet Police Department, effective Monday April 1, 2024.</b>
<b>SUMMARY:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s): _____
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

Town of Wellfleet  
Police Department

March 25, 2024

To: Wellfleet Selectboard  
Town Administrator Tom Guerino

From: Chief Kevin M. LaRocco

Subject: PROMOTION OF OFFICER LAECIO DEOLIVEIRA TO THE POSITION OF SERGEANT

I request Officer Laecio DeOliveira be promoted to the position of Sergeant within the Wellfleet Police Department, effective Monday, April 1, 2024. Officer DeOliveira has been an integral part of our department since joining as a reserve officer in 2011, and he currently holds the position of the most senior patrol officer.

Officer DeOliveira has demonstrated exceptional leadership qualities during his tenure, particularly in his role as the "Officer in Charge" of the night shift. He consistently ensures that policies and procedures are followed diligently, setting a commendable example for his colleagues. Moreover, Officer DeOliveira actively mentors our younger staff, encouraging their involvement in community engagement initiatives. Throughout his service with the Wellfleet Police Department, Officer DeOliveira has undertaken a multitude of responsibilities, including detainee monitoring, medical supply management, website coordination, field training, oversight of the Sex Offender Registry, and serving as the department's DICO Officer (infectious disease officer).

I am confident that Officer DeOliveira will continue to excel in a leadership role and serve as an exemplary asset to our patrol staff as a key first-line supervisor. For your reference, I have attached Officer DeOliveira's letter of interest for the Sergeant position, which he submitted during the promotion process initiated in February 2024.

Officer DeOliveira summary of information:

May 2011	Hired as a reserve Officer.
August 2015	Hired Full Time Police Officer

Respectfully Submitted for your information and consideration.



Kevin M. LaRocco  
Chief of Police

From: Officer Laecio T. De Oliveira

To: Michael Turner, Deputy Chief

Date: February 10, 2024

Re: Letter of Interest for Sergeant Promotional Process

Deputy Chief Turner,

This is my formal letter of interest for participating in the sergeant promotional process. I have been with the department approximately fifteen years, nine of which have been as a full-time police officer for the town of Wellfleet. Each time I have submitted one of these letters of interest, I come back with more knowledge, experience, and training to better prepare me for this promotional process.

Working patrol since 2010, both part-time and full-time, has given me vast experience in our town. I also feel as though my life experience prior to that adds weight in consideration for this promotional position. Prioritizing the department's needs in terms of shift coverage, community involvement and participation in and around the workplace has been at the forefront of my mind when I walk in the station. As our department has grown and changed shape, I have been scheduled as the Officer in Charge taking charge for 50 percent of my shifts throughout the year. That is approximately 130 shifts where I have had the full responsibility of watching over each officer, their actions, their reactions, and the outcome of those combined.

When I think about what I will bring to this department, I reflect on where I have come from, and the hurdles I have crossed to be where I am today. Most of the department knows I grew up poor. I have witnessed trauma, tragedy, and such severe poverty which most people in this country will never observe throughout the course of their lives. Strong work ethic and a drive to improve were instilled in me from a young age. As a young man I was a manager of a gas station; a gas station which ranked the second highest in sales in the entire state and was one of the largest. I oversaw 30 employees, working the day, evening, and night shifts, not unlike my role in the police department.

Prior to my police service, I was the head chef and kitchen manager of a restaurant for many decades. Directly overseeing 20 employees in the kitchen, indirectly 15 employees in the front of the house and presenting 400-500 dinners in a five-hour timeframe was the norm. Managing a kitchen is a high stress job, not just the food preparation part, but the multi-racial, multi-lingual,

and multi-cultural dynamics that are involved. Needless to say, I am not afraid of managerial duties, and I am not a stranger to leadership roles.

Coming from a long line of police officers, my life has been geared towards service from the start. Times have changed and the political tide has been shifting for several years now. An officer never knows what mindset they will come across when encountering a citizen. A sergeant needs to be prepared to guide and handle each situation.

Over the years working for the department, I have been able to partake in several different projects to better myself and the department.

- I have worked on the detainee monitoring system. This is a vital part of the detainee holding area and I have supervised monthly testing and making sure the system operates correctly.
- I have also served as the medical supply officer.
- Giving me further experience with the public and my fellow members of the department, I am also the website coordinator. Putting together the website and maintaining it has given me a chance to get to know my coworkers better and provide a powerful and positive impact on the Wellfleet community. This allowed easy access for the citizens of Wellfleet to see what our department has to offer.
- I am also the DICO for our department; ensuring officers are taken care of in the case of exposure while on duty.

Sex Offender Registry and Field Training are two other areas that I have worked on.

- Field training has further prepared me for a leadership role within this department.
- Working with registering the sex offenders in town is a tremendous responsibility; working with high-risk populations has provided me insight to the criminal mind and I feel as though I have been able to use that while training other officers.

Community involvement is important to me. I recently, and previous year taught a class in the Citizens Police Academy. The subject matter was the role of police officers and first responders. I went over medical equipment and how to deploy an AED and Narcan in case of emergency. It was great to be involved with them again, to be able to share my knowledge and engage with them in an interactive environment. Overall, the feedback was very positive, the class was well received both times.

What will this department look like in five years? How do we as an entity accomplish our vision? I ask myself this on a regular basis. I believe in practical and tangible action items, not fluff that sounds good on paper. I see our department, as well as all departments in our county,



moving towards more community-oriented policing. Police are directly involved with the citizens of the town; we need to bridge the gap where “us versus them” mentalities live.

Should I be promoted to sergeant, I would like to focus on the niche of community engagement. Practical action items to accomplish this include:

- Education in the elementary school
- Open public forums
- Bringing back Coffee with a Cop
- Routine patrols in the school and senior center
- Foot patrol in the center of town, actively visiting with business owners

My idea of a first line supervisor's priority has changed since my last submitted letter. The primary role for a supervisor is to maintain and tidy up what is happening in the house. The supervisor also has the responsibility of making sure that all the staff is following all policies and procedures to better serve the department as well as the Town we serve. I feel that with the ever-changing political climate, the dangerous role of a police officer, and the current worldview of policing, we need to be united not at war with each other.

A first line supervisor is in direct control of their shift, the officers and dispatcher that encompass that shift. They bridge the gap between the patrol staff and the command staff. First line supervisors are mediators, always striving for a united front and an outcome that suits all of the parties involved.

Being a first line supervisor is like being the captain of a ship. You are in charge of your respective shift and are responsible for the good and the bad that your people demonstrate during that time. There are the administrative aspects where one is assigning cruisers or taking care of attendance or shift coverage. There is also the hands-on side where you are directly involved in the kind of policing your shift exhibits. As a sergeant I would like to coordinate different roles for the patrolmen on the shift such as one officer conducting a different role each shift (i.e. location checks, school visitations, community outreach, and radar.)

In the event of major incidents, a first line supervisor has knowledge of all resources readily available, and they know where to find correct numbers or locations if they do not have the answer themselves. During major storms supervisors make sure Dispatch has all the numbers and everything they need to communicate with other agencies quickly and efficiently.

Along with reading and approving reports, I believe a supervisor works alongside other officers to make sure they have everything included that the District Attorney needs at court and helps guide officers when they are selecting charges for a suspect or defendant. Being a supervisor in a police department is an all-encompassing position that requires abilities and knowledge of the law, but also the mindfulness to stay open to learning new things as well.

Should I be selected for the sergeant's position, I would like to be involved in all aspects of the department that deal with technology. I feel that my past experience with technology has equipped me with the knowledge to deal with officers' desktops, MDTs, etc. I have been working on all these things as a patrolman and I would like to continue, to ensure that the department continues to keep up with the computer related demands that the world has bestowed upon us. If I was selected for this promotion, I would welcome more training to prepare me as a supervisor, and to know all aspects of the department so I would be better able to assist the shift, including Dispatch with procedural things, such as entries, searches, Openfox, etc.

While I believe that continuing education and training is important to prepare us for a leadership role, I also believe that my police training coupled with my lifetime experience has uniquely positioned me to lead a shift as a sergeant.

Respectfully submitted.

A handwritten signature in black ink, appearing to read 'Lace De Oliveira', written over a horizontal line.

PTL. Lace De Oliveira



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

IV

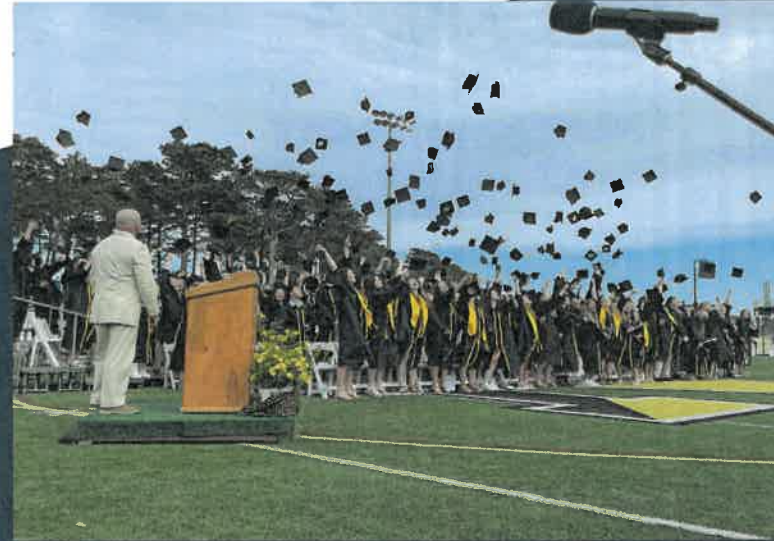
### SCHOOL OPERATING BUDGETS

~ A ~

<b>REQUESTED BY:</b>	Selectboard/
<b>DESIRED ACTION:</b>	To review and possibly vote to approve the Nauset School Systems FY 2025 Operating Budget
<b>PROPOSED MOTION:</b>	I move to approve the Nauset School Systems Proposed FY2025 Budget as presented.
<b>SUMMARY:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition (s):
<b>VOTED:</b>	



# NAUSET REGIONAL SCHOOL DISTRICT WELLFLEET ELEMENTARY SCHOOL PROPOSED BUDGET Fiscal Year 2025





**Wellfleet School Committee**

**Martha Gordon, *Chair***  
**Laura Baghetti, *Vice Chair***  
**Liberty Schilpp**  
**Jill Putnam**  
**Joan Zukas**

**Nauset Regional School Committee**

<b>Chris Easley (W), <i>Chair</i></b>	<b>Judith Schumacher (O), <i>Vice Chair</i></b>
<b>Tom Fitzgibbons (B)</b>	<b>Moira Noonan-Kerry (E)</b>
<b>Patricia Aurigemma (E)</b>	<b>Josh Stewart (O)</b>
<b>Rick Draper (B)</b>	<b>Richard Stewart (B)</b>
<b>Griffin Ryder (O)</b>	<b>Cathryn Lonsdale (B)</b>

**NPS ADMINISTRATIVE TEAM**

**Brooke A. Clenchy**  
***Superintendent***

**Joanna Hughes, *Assistant Superintendent (Interim)***  
**Matthew Kravitz, *Director of Student Services***  
**Mary Ellen Reed, *NPS Nurse Leader***  
**Adam O'Shea, *Wellfleet School Principal***

**Giovanna Venditti, *Director of Finance & Operations***  
**Taylor Wrye, *Director of Technology***  
**Susan Murray, *Director of Food Services***

# Message from the Superintendent

**Dear Nauset Communities,**

**We are pleased to present our budgets for the fiscal 2024-2025 school year.**

**Each of our budgets has been prepared with our individual schools' needs in mind, coupled with a sense of commitment and respect for our communities and their expectations of our schools. We remain committed as a Nauset Public Schools entity to provide the best education we possibly can to the students in our care. Our reputation as a district of outstanding schools is something we take great pride in. Our schools and programs continue to be recognized on a state level, and one of our schools this year was recognized at a national level.**

**Our approach to building our budgets remained the same this year as has been in the last two years. Teams of individuals worked on each budget with the Principals and Central Office staff. The Nauset Regional School Committee also had a separate Budget and Finance Committee who met separately to thoroughly review each independent section of the four budgets that comprise the NRSC schools' budget.**

**Each of our districts continues to face certain challenges. We continuously work to ensure that we are meeting the needs of all of our children. The area of Special Education continues to see a steep incline in terms of student needs. We collectively work as a school community to be sure that all of our students are well taken care of and that all receive excellent educational instruction.**

**The Nauset Regional High School project continues to move ahead at a very quick pace. The project, thus far, remains on time and on budget. It has been incredible to watch unfold. There are so many people involved at the ground level with this undertaking, and we want to extend a deep note of appreciation to those who give voluntarily to help oversee all of the work on a day to day basis and beyond.**

**Our schools remain a hub of activity in all of our communities. Although school continues during regular hours, we have activities before and after school hours. Sports activities, fine arts, committees and clubs keep our staff and students busy! We also restarted our Nauset Adult Education this year.**

**Thank you for your continued support of our family of Nauset schools. We are appreciative of our communities and the many efforts put forward that allow us to be the best we can be.**

**Yours in partnership,  
Brooke Clenchy, Superintendent of Schools**

# BUDGET DEVELOPMENT PROCESS

## September/October

Principal reviews enrollment, program and service needs of students and seeks input from staff and School Council

## October

Principal submits Draft budget to Superintendent  
School Committee discusses budget format & timeline

## November - February

State of Massachusetts releases Chapter 70 numbers  
School Committee reviews line item budget at School Committee meetings

March 12, 2024

Wellfleet School Committee holds Public Hearing to discuss & vote the FY25 Budget

—

Once the School Committee approves the Proposed Budget, the School Committee Chair, School Principal, Superintendent and Director of Finance & Operations submit the budget to our the Member Towns.

# Wellfleet Elementary School Enrollment

<u>YEAR</u>	<u>PreK</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>TOTAL</u>
<b>2023-2024</b>	*	<b>7</b>	<b>15</b>	<b>20</b>	<b>17</b>	<b>14</b>	<b>18</b>	<b>91</b>
<b>2022-2023</b>	*	<b>13</b>	<b>19</b>	<b>17</b>	<b>14</b>	<b>20</b>	<b>15</b>	<b>98</b>
<b>2021-2022</b>	*	<b>22</b>	<b>17</b>	<b>13</b>	<b>23</b>	<b>18</b>	<b>19</b>	<b>112</b>



# WHERE DOES EVERY DOLLAR GO?

## Wellfleet Elementary FY25 Budget

- **Personnel \$ 2,264,585 (76.07%)**
- **Utilities \$141,403 (4.75%)**
- **Transportation \$118,144 (3.97%)**
- **Textbooks/Materials/Supplies \$214,513 (7.21%)**
- **Special Education Tuition \$113,569 (3.82%)**
- **Repair & Maintenance \$58,100 (1.95%)**
- **Office \$66,335 (2.23%)**
- **Total \$2,976,649**

**Principal O'Shea and his School Council have brought forth a fiscally responsible operating budget that supports both the School Improvement Plan and the Nauset District's Strategic Plan for the 2024-2025 School Year. The goals and initiatives in these plans focus on 5 key areas: global competencies, 21st century goals, social emotional learning, professional development and community schools.**

## 2024-2025 WES Operating Budget Overview

	<b>FY24</b>	<b>FY25</b>	<b>CHANGE</b>	<b>%</b>
<b>Wellfleet Elementary Regular Day</b>	<b>\$2,281,180</b>	<b>\$2,429,772</b>	<b>\$148,592</b>	<b>6.51%</b>
<b>Wellfleet Elementary Special Education</b>	<b>\$609,822</b>	<b>\$546,877</b>	<b>(\$62,945)</b>	<b>-10.32%</b>
<b>Wellfleet Elementary Total</b>	<b>\$2,891,002</b>	<b>\$2,976,649</b>	<b>\$85,647</b>	<b>2.96%</b>
<b>NPS Central Office (Region Shared)</b>	<b>\$1,959,948</b>	<b>\$2,098,985</b>	<b>\$139,037</b>	<b>7.09%</b>
<b>Wellfleet Share of CO</b>	<b>\$87,217</b>	<b>\$90,466</b>	<b>\$3,249</b>	<b>3.73%</b>

# Nauset Regional School District FY25 Budget

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# Factors Affecting FY25 Budget Development

- Strategic goals
- Enrollment Projections
- End of ESSER Funding: ESSER I (CVRF School Opening) \$268,111; ESSER II \$586,917; ESSER III \$1,296,592
  - End of State Corona Prevention Grant (Transportation) \$57,375
- Currently negotiating three union contracts (Teachers, Educational Assistants, Administrative Assistants)
- Escalating 'outside' cost drivers, e.g., health insurance, transportation, Special Education tuition, utilities
  - Minimal increase in State Aid (1.93%)

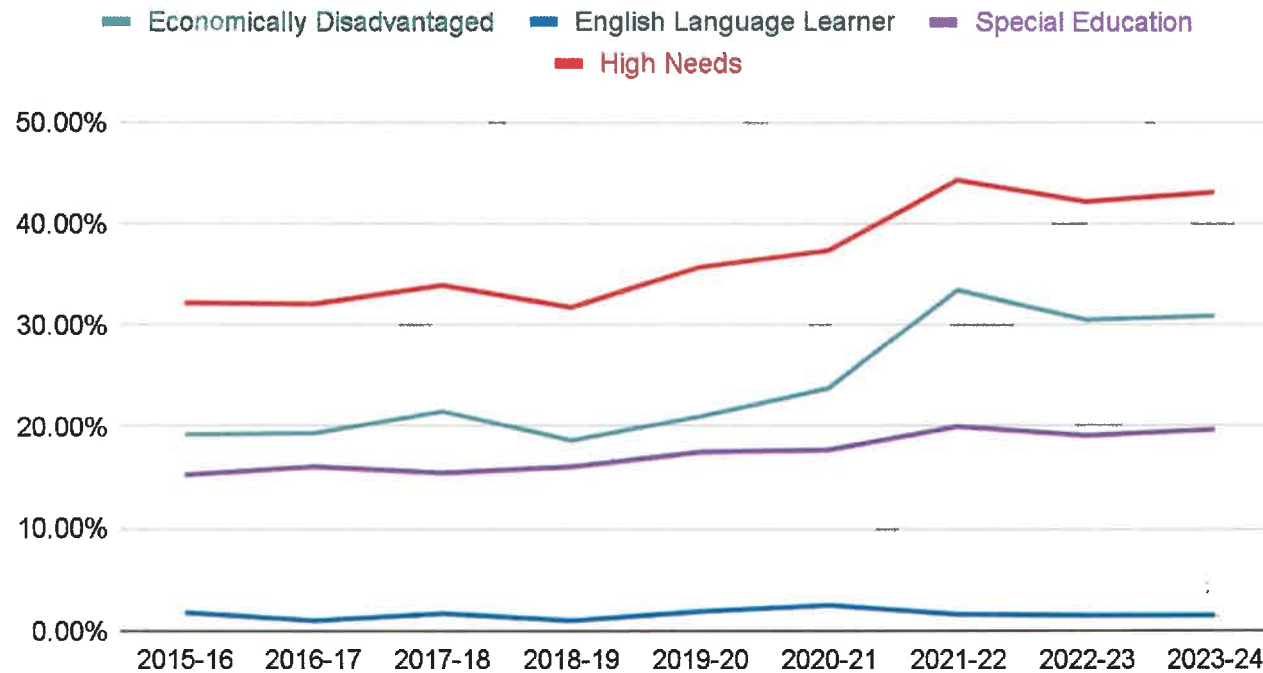
# NRSD ENROLLMENT TRENDS

As of October 1st	In District	Truro	Provincetown	School Choice In	Total NRMS/NR HS	Lighthouse Charter	Sturgis Charter	School Choice Out	Tech	Nauset Residents in Other Schools	Total Nauset Residents
<b>2023</b>	<b>1001</b>	<b>72</b>	<b>24</b>	<b>164</b>	<b>1261</b>	<b>75</b>	<b>41</b>	<b>61</b>	<b>105</b>	<b>282</b>	<b>1283</b>
<b>2022</b>	<b>1026</b>	<b>84</b>	<b>25</b>	<b>198</b>	<b>1333</b>	<b>85</b>	<b>24</b>	<b>61</b>	<b>101</b>	<b>271</b>	<b>1297</b>
<b>2021</b>	<b>1068</b>	<b>86</b>	<b>24</b>	<b>212</b>	<b>1390</b>	<b>82</b>	<b>14</b>	<b>59</b>	<b>100</b>	<b>255</b>	<b>1323</b>
<b>2020</b>	<b>1084</b>	<b>92</b>	<b>26</b>	<b>258</b>	<b>1460</b>	<b>64</b>	<b>10</b>	<b>43</b>	<b>92</b>	<b>209</b>	<b>1293</b>
<b>2019</b>	<b>1096</b>	<b>101</b>	<b>30</b>	<b>283</b>	<b>1510</b>	<b>46</b>	<b>12</b>	<b>35</b>	<b>76</b>	<b>169</b>	<b>1265</b>



# NPS Selected Populations Historical

## NPS Selected Populations Snapshot



# NRSD Budgets at a Glance



**Nauset High School Budget:** directly attributable to Nauset High School



**Nauset Middle School Budget:** directly attributable to Nauset Middle School



**Central Office Budget:** Expenses to run the Central Office Administration; this budget is shared with the four elementary schools. NRSD covers (approx) 60%.

**Nauset Region Only Budget:** Expenses attributable to the Nauset Region as a whole: transportation, out of district Special Education, Charter School, School Choice, health insurance, Central Office Staff benefits.

**Capital Plan Budget:** Capital Assets include repairs and maintenance Nauset Region Buildings: High School, Middle School, Central Office.

# Nauset Region Fiscal Year 2025 Budget

<b><u>Expenses</u></b>	<b>FY25</b>	<b>Increase</b>	<b>% Increase</b>
Nauset Middle School	\$9,627,354	\$317,629	3.41%
Nauset High School	\$13,057,888	\$487,153	3.88%
Central Office (NRS D Share)	\$1,254,982	\$67,645	5.70%
Region Only	\$15,099,957	\$1,911,129	14.49%
<b><u>TOTAL</u></b>	<b>\$39,040,181</b>	<b>\$2,783,556</b>	<b>7.68%</b>
<b><u>Income</u></b>			
Revenues	\$9,103,697	\$1,611,066	21.50%
E&D	\$692,626	\$(307,374)	-30.74%
<b><u>Total Operating Budget</u></b>	<b>\$29,243,858</b>	<b>\$1,479,864</b>	<b>5.33%</b>
Debt	\$7,523,180	\$3,467,353	64.92%
Capital Assets	\$602,313	\$14,691	2.50%



# NAUSET REGIONAL MIDDLE SCHOOL PROFILE

Principal Peter Cohen  
Assistant Principal Mike Ciliberto  
Assistant Principal Brett Costello

Students: 490  
Teaching Staff: 57.64 FTE  
Counselors/Nursing/Guidance: 5.0 FTE  
Administration/Support Staff: 41.0 FTE

## FY24 Major Accomplishments

New Leadership Team in place → stability, consistency, direction  
Added options for 6th graders to participate in interscholastic athletic teams  
Focused use of data (grades, MCAS, iReady) to guide interventions for student support and prevent student failures  
Continue and expand Adventure Ed & Greenhouse programs  
Partnership with school in Africa for robotics program  
The return of overnight field trips including 8th Grade Washington, DC  
Improving school culture and improving student behavior



## FY25 Priorities/Initiatives

Updating master schedule for 2024-2025  
Developing School Improvement Plan with School Council  
Focus on expanding the Dignity & Belonging efforts to create a welcoming and inclusive environment for all students  
Pursuing opportunities for Deeper Learning and ways to expand hands-on and project-based learning  
Increasing Student Engagement  
    Choices for students with expanded electives in 8th grade  
    Student leadership opportunities (student council, dignity ambassadors)  
    Student-led conferences and digital academic portfolios

## FY25 Budget Request

**Total Budget:** \$9,627,354  
**Dollar Increase:** \$ 317,629  
**% Increase:** 3.41%  
**Regular Day:** \$7,750,669  
**Special Education:** \$2,366,558

## Major Budget Changes

Reduction of 6 FTE (Educational Assistants )  
Increase 1 FTE (PE Teacher)  
Replacement of Instructional H/W  
PD for new Science Curriculum  
Texts & Software for new World Languages Curriculum

# Nauset Regional High School Profile

Principal Pat Clark  
Assistant Principal HoYin Yuen  
Assistant Principal Karen McGrath

Students: 771  
Teaching Staff: 81.1 FTE  
Counselors/Nursing/Guidance: 10.0 FTE  
Administration/Support Staff: 37.2 FTE

## FY24 Major Accomplishments

Professional Development programs through Research for Better Teaching for the NRHS Instructional Leadership Team are developing the coaching skills of department heads and program leaders.

Uncompromising and seamless delivery of all education services during the NRHS Renovation Project as a result of regular and effective planning and communication with all stakeholders.

Acceptances to colleges and universities of their choosing continue to be received by the Class of 2024 with commitments made to Cornell, Brown University, West Point, University of Virginia, and a host of other schools. As usual, admission departments are well aware of the quality education received at Nauset.

In November 50 students were inducted into the NRHS Chapter of the National Honor Society by maintaining a 3.8 grade point average and meeting the rigorous standards of the 4 pillars of NHS. This group joins the current 47 members of the class of 2024 inducted last year. To graduate in good standing with a NRHS gold cord, seniors must maintain the high GPA, complete community service hours, participate in leadership roles, and preserve an excellent record of behavior in and out of school.



## FY25 Budget Request

Total Budget:	\$13,057,888
Dollar Increase:	\$ 487,153
% Increase:	3.88%
Regular Day:	\$11,320,989
Special Education:	\$ 1,736,899

## FY25 Priorities/Initiatives

Complete the campus reset of space use with the opening of the eastern half of the new campus and closure of A-D buildings.

Continue progress towards a public, backward-designed high quality curriculum for all courses by September of 2026.

Use the educator evaluation system and informal coaching to increase the percent of teachers rating Exemplary using the Massachusetts Educator Evaluation Rubrics.

## Region Only FY25 Budget Cost Drivers - Budget Increases

• Transportation - In District Regular Day & Late Buses	\$ 129,925	(9.28%)
• School Choice Tuition and Charter School Tuition	\$ 544,622	(21.69%)
• Special Education Transportation (In/Out of District & Parent Reimbursement)	\$ 244,213	(28.06%)
• Special Education Tuitions (Out of District)	\$ 206,008	(13.68%)
• Special Education Speech, Therapeutic OT/PT Services	\$ 70,666	(29.8%)
• Employer's Share of Health Insurance Staff	\$ 217,310	(5.62%)
• Employer's Share of Health Insurance Retirees	\$ 122,424	(13.87%)
• Building Contents/Liability/Auto Insurance	\$ 61,866	(30.00%)

Note: These are outside costs affecting the Region Only Budget

## FY25 Region Only Budget Request

**Total Budget**            **\$16,970,627**  
**Dollar Increase**        **\$ 1,463,031**  
**Percent Increase**       **9.58%**

**Operations:**                **\$8,114,568 (7.17%)**  
**Special Education:**      **\$3,827,388 (7.46%)**  
**Transportation:**         **\$1,530,153 (9.28%)**  
**Choice/Charter:**         **\$3,498,518 (18.44%)**

### Items with Partial/Full Reimbursement

Category	Budgeted Expense	Budgeted Reimbursement	Net Cost
Transportation	\$1,530,153	\$975,663	\$ 554,490
Charter	\$3,055,695	\$963,343	\$2,092,352
Elementary Schools	\$ 348,386	\$348,386	\$ 0
Special Education	\$3,520,210	\$925,670	\$2,594,540

**Average Special Education Outplacement Cost: \$170,000**  
**Range of Student Cost \$60,000-\$300,000**

### Costs that Cover More than Nauset Region

<b>Category</b>	
Professional Development & Growth Reimbursements (all NPS staff)	\$ 150,000
Benefits (Nauset Region and Central Office)	
County Retirement	\$ 932,006
Health Insurance	\$4,082,249
Retiree Health Insurance	\$1,454,628
Misc. Benefits & Insurance	\$ 388,461

**NAUSET REGIONAL SCHOOL DISTRICT**  
**Regional School Assessment-- FY25**  
**Statutory Method**

ver 2  
 3/7/2024  
 FINAL

	% of Students	46.42860%	20.32310%	22.02380%	11.22450%	100.00000%
	Member Town	Brewster	Eastham	Orleans	Wellfleet	Total
Budget	\$36,395,487					
Chapter 70	-\$3,741,649					
Minimum Local Requirement (MLC)*	-\$14,218,212	\$6,550,099	\$2,940,861	\$3,135,298	\$1,591,954	\$14,218,212
Other Sources of Income	-\$5,079,011					
Amount above Chapt.70 and MLC	\$13,356,615	\$6,201,289	\$2,714,478	\$2,941,634	\$1,499,214	\$13,356,615
Transportation	\$2,644,694					
Reg. Transp. Income	-\$975,663					
Amount Above Reimb.	\$1,669,031	\$774,908	\$339,199	\$367,584	\$187,340	\$1,669,031
Debt Service & Capital Articles	\$8,632,276					
Reduction for Debt Service to Reduce Debt	-\$505,867					
Reduction for Bond Premium	-\$916					
Amount above Reimb.	\$8,125,493	\$3,772,553	\$1,651,352	\$1,789,542	\$912,046	\$8,125,493
<b>Total Budget</b>	<b>\$47,672,457</b>					
<b>TOTAL ASSESSMENT STATUTORY METHOD</b>		<b>\$17,298,849</b>	<b>\$7,645,890</b>	<b>\$8,234,058</b>	<b>\$4,190,554</b>	<b>\$37,369,351</b>
Chapter 70 Aid						\$3,741,649
Regional Transportation Income						\$975,663
Reduction for Debt Service to Reduce Debt						\$505,867
Bond Premium						\$916
Local Income						\$5,079,011
<b>Budget Income Cross Check</b>						<b>\$47,672,457</b>

\* Per DESE FY25 Preliminary Chapter 70 Aid and Net School Spending Requirements



## Nauset Regional Agreement Update

- **Draft of updated Regional Agreement being finalized by Sub-committee**
- **Once complete the draft will be presented to Full School Committee for their review, input and approval**
- **Approved Draft Regional Agreement will be shared with Region Member Towns**
- **Committee will request, from all Member Towns, any additional amendments or revisions, be sent in writing to the School Committee**
- **All revisions & amendments proposed will be shared with each member town**
- **Meeting to be scheduled & held with representatives of member Towns, School Committee, and Legal Counsel to discuss the proposed revisions and amendments to the draft Regional Agreement**
- **Group will discuss and establish next steps in process, and timeline for completion**





## Nauset Public Schools

78 Eldredge Park Way, Orleans, MA 02653 (508)255-8800 [www.nausetschools.org](http://www.nausetschools.org)

### Brooke A. Clenchy/Superintendent of Schools

Joanna Hughes/Interim Assistant Superintendent of Schools  
Matthew Kravitz/Director of Student Services

Giovanna Venditti/Director of Finance & Operations  
Dr. Taylor Wrye/Director of Technology & Information

To: Town Administrators and Town Managers  
From: Brooke A. Clenchy, Superintendent  
Date: March 18, 2024  
Re: Nauset Regional Schools Budget Information

At their meeting on March 7, 2024, the Nauset Regional School Committee voted to approve the FY25 operating budget, debt, and capital budget for the Regional Schools totaling \$37,369,351 and to certify the assessments for each member town. I have attached the Budget Summary Sheets that detail these amounts.

The total operating budget for FY25 is \$39,040,181 (after applying \$1,870,670 of expenses directly to various revolving accounts per DESE). The Net Operating Budget after applying \$9,796,323 of revenue (in addition, \$1,870,670 has been utilized directly from various revolving accounts per DESE) is \$29,243,858 which is an increase of \$1,479,864 representing a 5.33% increase over the FY24 Net Operating budget.

The Budget Summary Sheet also contains the debt service figures for FY25 comprised of principal and interest payment for prior projects for the High School (Green Repair Project) and the Middle School (Roof Project) totaling \$228,813. In addition, the cost of borrowing (interest and principal \$7,801,150) for the High School MSBA project is an estimate at this time pending the bonding for the project in May. Also included is the Reserve for Debt Service to Reduce Debt in the amount of \$505,867 from the premiums received on two Bond Anticipation Notes (BAN's) and the premium on prior bonding \$916 to reduce the debt. Total debt to be funded \$7,523,180 in FY25.

The total assessment to be apportioned based on the Statutory Method (See calculations attached) as voted by the School Committee is \$37,369,351 an increase of \$4,456,041 or a 13.54% increase.

BREWSTER \$17,298,849  
EASTHAM \$ 7,645,890  
ORLEANS \$ 8,234,058  
WELLFLEET \$ 4,190,554

The budget for the annual Capital Repair & Maintenance account is \$602,313 which represents an increase of 2.50% over the FY24 funding. A final copy is attached along with a summary for use in your Town's Warrant if applicable.

BREWSTER \$279,645  
EASTHAM \$122,409  
ORLEANS \$132,652  
WELLFLEET \$ 67,607

Total Debt net of \$8,029,963 less Reduction for Debt Service to Reduce Debt \$505,867, less Reduction for Bond Premium \$916 is \$7,523,180 and is allocated as follows:

BREWSTER	\$ 3,492,908
EASTHAM	\$ 1,528,943
ORLEANS	\$ 1,656,890
WELLFLEET	\$ 844,439

I have attached the Final approved line item budgets and descriptive materials for review by your respective Board of Selectmen and Finance Committee.

**In summation, the FY24 Final approved operating budget for the Regional Schools totaling \$37,369,351 which is an increase of \$4,456,041 representing a 13.54% increase over the FY24 total budget inclusive of the operating budget, debt, and capital allocated as follows:**

<b>BREWSTER</b>	<b>\$17,298,849</b>
<b>EASTHAM</b>	<b>\$ 7,645,890</b>
<b>ORLEANS</b>	<b>\$ 8,234,058</b>
<b>WELLFLEET</b>	<b>\$ 4,190,554</b>

**FY25 CAPITAL REPAIR & MAINTENANCE PLAN SUMMARY (for warrants as needed)**

The Nauset Regional School District is requesting funds for the annual capital repair and maintenance portion of their budget. Funds are used to implement repairs to the school facilities and grounds and to purchase necessary capital equipment. In FY25 funds will be used as follows:

**Middle School:**

- General repairs
- Painting and trip work
- Roof repairs
- Replace classroom flooring and mold remediation



Town Administrators and Town Managers

March 18, 2024

Page 3

**High School:**

General repairs - HVAC

General repairs

Maintenance building

Internet Access Points and applicable licenses (50-60% reimbursable by Fed)

Internet provider relocation fee (50-60% reimbursable by Fed)

New two-way radios

**Central Office:**

No funds are being requested in FY25.

Please let me know if you need any further information.

Sincerely,

*Brooke A. Clenchy*

Brooke A. Clenchy

Superintendent of Schools

Attachments

NAUSET REGIONAL SCHOOLS

Ver 2

OPERATING BUDGET  
FY2025

3.7.2024  
FINAL  
%

EXPENSE	Certified Budget	Certified Budget	Certified Budget	Revised 5/11/23		Proposed Budget	Increase	Increase
	2019-20	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Decrease	(Decrease)
MS	8,245,521	8,452,061	8,663,380	8,808,190	9,309,725	9,627,354	317,629	3.41%
HS	11,781,018	11,859,106	12,155,584	12,348,334	12,570,735	13,057,888	487,153	3.88%
OPEB Contribution	400,000	0	0	0	0	0	0	0.00%
Region Only	9,498,049	10,381,124	10,287,050	12,017,123	13,188,828	15,099,957	1,911,129	14.43%
Region's Share of Central Office	1,077,127	1,105,556	1,151,988	1,149,949	1,187,337	1,254,982	67,645	5.70%
<b>Total</b>	<b>31,001,715</b>	<b>31,797,847</b>	<b>32,258,002</b>	<b>34,323,596</b>	<b>36,256,625</b>	<b>39,040,181</b>	<b>2,783,556</b>	<b>7.68%</b>
<b>INCOME</b>								
State Base Aid	3,491,268	3,526,826	3,562,549	3,598,819	3,670,819	3,741,649	70,830	1.93%
Charter School Aid	61,549	58,154	299,244	475,921	500,020	963,343	463,323	92.66%
State Transportation Aid	819,851	819,851	819,851	819,851	744,795	975,663	230,868	31.00%
Truro & Provincetown Tuition	2,344,166	2,118,863	1,880,965	1,987,618	1,974,898	1,802,424	(172,474)	-8.73%
Elem. Ass. Therapists/Technology/Curriculum Dir.	202,429	227,140	260,911	246,853	321,099	420,618	99,519	30.99%
Estimated Receipts	200,000	211,000	106,000	106,000	281,000	1,200,000	919,000	327.05%
Transfer from E&D	590,000	946,760	946,760	1,306,445	1,000,000	692,626	(307,374)	-30.74%
Prior Transfer-In from Revolving Funds***	0	0	0	0	0	0	0	0.00%
	7,709,263	7,908,594	7,876,280	8,541,507	8,492,631	9,796,323	1,303,692	15.35%
<b>Total Operating Budget</b>	<b>23,292,452</b>	<b>23,889,253</b>	<b>24,381,722</b>	<b>25,782,089</b>	<b>27,763,994</b>	<b>29,243,858</b>	<b>1,479,864</b>	<b>5.33%</b>
Construction Debt Service	267,286	256,450	364,659	295,813	4,562,669	8,029,963	3,467,294	75.99%
Reserve for Debt Service to Reduce Debt	0	0	0	0	0	505,867	505,867	100.00%
Transfer from E&D	4,106	1,154	0	2,129	975	916	(59)	-6.05%
SBAB Reimbursement	0	0	0	0	0	0	0	0.00%
<b>DEBT TO BE FUNDED</b>	<b>263,180</b>	<b>255,296</b>	<b>364,659</b>	<b>293,684</b>	<b>4,561,694</b>	<b>7,523,180</b>	<b>3,467,353</b>	<b>64.92%</b>
Capital Plan Projects	532,356	545,665	559,307	573,290	587,622	602,313	14,691	2.50%
<b>TOTAL ASSESSMENT</b>	<b>24,087,988</b>	<b>24,690,214</b>	<b>25,305,688</b>	<b>26,649,063</b>	<b>32,913,310</b>	<b>37,369,351</b>	<b>4,456,041</b>	<b>13.54%</b>

\*\*\*Region Only Budget is presented net after the use of the Revolving Funds to charge operating expenses totaling \$1,870,670 directly to the Revolving Funds.

\*\*\*\*Construction Debt Service for the High School Building Project is an estimate at this time after consultation with our Financial Advisor. Line item consists of interest and principal payment on Bonds (May, 2024). Also included is the annual interest and principal on prior projects for the HS and MS.

**OPERATING EXPENSE BUDGETED FROM REVOLVING FUNDS**

<u>EXPENSE</u>	Certified Budget 2019-2020	Certified Budget 2020-2021	Certified Budget 2021-2022	Certified Budget 2022-2023	Certified Budget 2023-2024	Proposed Budget 2024-2025	Increase/ (Decrease)	% Increase (Decrease)
Circuit Breaker Revolving Fund	764,274	930,600	930,600	1,180,600	1,269,878	925,670	(344,208)	-0.53%
School Choice Revolving Fund	2,128,100	1,556,500	1,276,000	1,233,000	1,008,890	925,000	(83,890)	-27.51%
Cape Cod Tech Revolving Fund	6,000	10,000	10,000	10,000	10,000	10,000	-	0.00%
Firebird Revolving Fund	-	-	-	10,000	10,000	10,000	-	0.00%
MS Building Use Fund	-	-	-	-	-	-	-	0.00%
HS Building Use Fund	-	-	-	-	-	-	-	0.00%
International Student Revolving Fund	-	25,000	-	-	-	-	-	0.00%
<b>Total Expenses Funded With Revolving Funds***</b>	<b>2,898,374</b>	<b>2,522,100</b>	<b>2,216,600</b>	<b>2,433,600</b>	<b>2,298,768</b>	<b>1,870,670</b>	<b>(428,098)</b>	<b>-15.61%</b>

\*\*\*Per DESE starting in FY18 Nauset will budget a portion of expenditures directly out of Revolving Funds instead of appropriations for those revolving funds revenue budgeted as a general fund revenue source (Transfer-In).

\*\*\*\*Region Only Budget is presented net after the use of the Revolving Funds to charge operating expenses totaling \$1,870,670 directly to the Revolving Funds.

**NAUSET REGIONAL SCHOOL DISTRICT**  
**Regional School Assessment-- FY25**  
**Statutory Method**

ver 2  
 3/7/2024  
 FINAL

	% of Students	46.42860%	20.32310%	22.02380%	11.22450%	100.00000%
	Member Town	Brewster	Eastham	Orleans	Wellfleet	Total

Budget	\$36,395,487					
Chapter 70	-\$3,741,649					
Minimum Local Requirement (MLC)*	-\$14,218,212	\$6,550,099	\$2,940,861	\$3,135,298	\$1,591,954	\$14,218,212
Other Sources of Income	-\$5,079,011					
Amount above Chapt.70 and MLC	\$13,356,615	\$6,201,289	\$2,714,478	\$2,941,634	\$1,499,214	\$13,356,615

Transportation	\$2,644,694					
Reg. Transp. Income	-\$975,663					
Amount Above Reimb.	\$1,669,031	\$774,908	\$339,199	\$367,584	\$187,340	\$1,669,031

Debt Service & Capital Articles	\$8,632,276					
Reduction for Debt Service to Reduce Debt	-\$505,867					
Reduction for Bond Premium	-\$916					
Amount above Reimb.	\$8,125,493	\$3,772,553	\$1,651,352	\$1,789,542	\$912,046	\$8,125,493

<b>Total Budget</b>	<b>\$47,672,457</b>
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<b>TOTAL ASSESSMENT STATUTORY METHOD</b>	<b>\$17,298,849</b>	<b>\$7,645,890</b>	<b>\$8,234,058</b>	<b>\$4,190,554</b>	<b>\$37,369,351</b>	<b>\$37,369,351</b>
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Chapter 70 Aid						\$3,741,649
Regional Transportation Income						\$975,663
Reduction for Debt Service to Reduce Debt						\$505,867
Bond Premium						\$916
Local Income						\$5,079,011
<b>Budget Income Cross Check</b>						<b>\$47,672,457</b>

\* Per DESE FY25 Preliminary Chapter 70 Aid and Net School Spending Requirements

NAUSET REGIONAL SCHOOL DISTRICT										2/15/2024
FY 2025 BUDGET WORKSHEET										ver 1
										FINAL
<b>Region Only - NHS / NMS</b>		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Transportation Charter School	8715	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Transportation MS RD	8741	\$521,323	\$558,285	\$420,356	\$580,337	\$618,747	\$661,471	\$723,277	\$61,806	9.34%
Transportation MS Early Bus	8742	\$20,921	\$22,835	\$18,268	\$23,737	\$25,297	\$27,056	\$29,583	\$2,527	9.34%
Transportation MS Late Bus	8743	\$12,579	\$13,728	\$10,982	\$14,270	\$15,208	\$16,265	\$17,784	\$1,519	9.34%
Transportation HS RD	8744	\$520,424	\$558,285	\$420,356	\$580,337	\$618,483	\$661,471	\$723,277	\$61,806	9.34%
Transportation HS Late Bus	8745	\$12,051	\$13,200	\$10,546	\$13,721	\$14,623	\$15,639	\$17,100	\$1,461	9.34%
Transportation Fuel Escalation Chgs MS	8754	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Transportation Fuel Escalation Chgs HS	8751	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Transportation - McKinney Vento	8758	\$0	\$18,326	\$16,982	\$18,326	\$19,132	\$18,326	\$19,132	\$806	4.40%
		<b>\$1,087,298</b>	<b>\$1,184,659</b>	<b>\$897,490</b>	<b>\$1,230,728</b>	<b>\$1,311,490</b>	<b>\$1,400,228</b>	<b>\$1,530,153</b>	<b>\$129,925</b>	<b>9.28%</b>
School Choice Tuition	8728	\$296,597	\$314,252	\$348,245	\$360,922	\$450,441	\$442,823	\$442,823	\$0	0.00%
Charter School Tuition	8729	\$1,509,508	\$1,580,895	\$2,150,381	\$2,439,961	\$2,424,080	\$2,511,073	\$3,055,695	\$544,622	21.69%
		<b>\$1,806,105</b>	<b>\$1,895,147</b>	<b>\$2,498,626</b>	<b>\$2,800,883</b>	<b>\$2,874,521</b>	<b>\$2,953,896</b>	<b>\$3,498,518</b>	<b>\$544,622</b>	<b>18.44%</b>
SE Salaries Tutors	8730	\$0	\$500	\$0	\$0	\$1,943	\$0	\$1,943	\$1,943	100.00%
SE Contracted Services Tutors	8731	\$3,150	\$750	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Contracted Svcs Psychological	8732	\$1,320	\$15,660	\$125	\$0	\$0	\$0	\$0	\$0	0.00%
SE Psychological Salaries	8766	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Salaries Speech Therapeutic, OT, PT	8740	\$224,803	\$260,911	\$235,021	\$246,853	\$242,168	\$236,512	\$276,079	\$39,567	16.73%
SE Contracted Services OT/PT	8752	\$0	\$0	\$0	\$0	\$29,156	\$0	\$29,156	\$29,156	100.00%
SE Mentor Stipends	8753	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Contracted Services Psychological	8760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
ELL Teacher Salaries	8761	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$229,273</b>	<b>\$277,821</b>	<b>\$235,146</b>	<b>\$246,853</b>	<b>\$273,267</b>	<b>\$236,512</b>	<b>\$307,178</b>	<b>\$70,666</b>	<b>29.88%</b>
Cafeteria Salaries	8765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

<b>Region Only - NHS / NMS</b>		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
SE Contracted Svcs Transportation	8733	\$136,196	\$283,713	\$197,304	\$490,611	\$268,503	\$357,922	\$756,426	<b>\$398,504</b>	<b>111.34%</b>
SE Contracted Svc Trans Parent Reimburse	8734	\$30,882	\$3,000	\$146,629	\$30,882	\$136,994	\$196,440	\$26,000	<b>(\$170,440)</b>	<b>-86.76%</b>
SE Transportation MS	8746	\$40,720	\$43,519	\$42,019	\$54,299	\$55,436	\$57,243	\$60,232	<b>\$2,989</b>	<b>5.22%</b>
SE Transportation MS Summer	8747	\$0	\$0	\$0	\$0	\$0	\$6,700	\$6,700	<b>\$0</b>	<b>0.00%</b>
SE Transportation HS	8748	\$179,360	\$191,600	\$183,166	\$239,060	\$244,255	\$252,023	\$265,183	<b>\$13,160</b>	<b>5.22%</b>
SE Transportation HS Summer	8749	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
SE Transportation Fuel Escalation Chgs	8755	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
		<b>\$387,158</b>	<b>\$521,832</b>	<b>\$569,118</b>	<b>\$814,852</b>	<b>\$705,188</b>	<b>\$870,328</b>	<b>\$1,114,541</b>	<b>\$244,213</b>	<b>28.06%</b>
SE Tuition Non-Public Schools	8735	\$722,906	\$1,414,580	\$575,725	\$1,609,128	\$386,478	\$1,505,405	\$1,711,413	<b>\$206,008</b>	<b>13.68%</b>
SE Tuition Collaborative	8736	\$454,991	\$596,602	\$550,045	\$615,400	\$676,089	\$949,296	\$692,353	<b>(\$256,943)</b>	<b>-27.07%</b>
SE Itinerant Services	8737	\$0	\$0	\$0	\$0	\$1,903	\$0	\$1,903	<b>\$1,903</b>	<b>100.00%</b>
SE Out of District Tuition	8750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
SE Tuition Out of State	8756	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
		<b>\$1,177,897</b>	<b>\$2,011,182</b>	<b>\$1,125,770</b>	<b>\$2,224,528</b>	<b>\$1,064,470</b>	<b>\$2,454,701</b>	<b>\$2,405,669</b>	<b>(\$49,032)</b>	<b>-2.00%</b>
Salaries Comm/Council Admin. Assist.	8701	\$4,116	\$4,000	\$7,645	\$4,116	\$11,228	\$7,645	\$11,228	<b>\$3,583</b>	<b>46.87%</b>
Supplies Treasurer	8702	\$298	\$1,300	\$402	\$300	\$272	\$402	\$402	<b>\$0</b>	<b>0.00%</b>
Meet/Dues/Subscriptions	8703	\$4,274	\$2,725	\$2,604	\$4,275	\$3,750	\$4,275	\$4,275	<b>\$0</b>	<b>0.00%</b>
Salary Treasurer	8704	\$16,973	\$17,659	\$17,355	\$18,145	\$19,104	\$18,598	\$41,000	<b>\$22,402</b>	<b>120.45%</b>
Annual Fiscal Audit/Actuarial	8705	\$40,683	\$48,050	\$42,284	\$48,050	\$50,942	\$48,050	\$70,300	<b>\$22,250</b>	<b>46.31%</b>
Banking Services	8706	\$16,679	\$4,710	\$1,992	\$16,679	\$13,937	\$16,679	\$16,679	<b>\$0</b>	<b>0.00%</b>
Medicaid Collection Services	8707	\$14,584	\$14,584	\$16,584	\$14,584	\$14,584	\$16,584	\$16,584	<b>\$0</b>	<b>0.00%</b>
Advertising	8708	\$1,000	\$5,000	\$1,505	\$1,000	\$1,579	\$1,505	\$1,579	<b>\$74</b>	<b>4.92%</b>
Legal Services School Committee	8709	\$65,933	\$32,725	\$48,380	\$65,933	\$83,906	\$65,933	\$83,906	<b>\$17,973</b>	<b>27.26%</b>
Legal Settlements	8710	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
Superintendent Life Insurance	8738	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
Salaries Legal Settlements	8739	\$5,065	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
Districtwide Ballot Costs	8775	\$0	\$0	\$0	\$0	\$54,122	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
		<b>\$169,605</b>	<b>\$130,753</b>	<b>\$138,751</b>	<b>\$173,082</b>	<b>\$253,424</b>	<b>\$179,671</b>	<b>\$245,953</b>	<b>\$66,282</b>	<b>36.89%</b>
Clerical Stipend	8763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	<b>0.00%</b>
Salaries Technology Maintenance and Support	8768	\$91,620	\$94,830	\$0	\$95,988	\$95,988	\$151,931	\$170,276	<b>\$18,345</b>	<b>12.07%</b>
		<b>\$91,620</b>	<b>\$94,830</b>	<b>\$0</b>	<b>\$95,988</b>	<b>\$95,988</b>	<b>\$151,931</b>	<b>\$170,276</b>	<b>\$18,345</b>	<b>12.07%</b>

<b>Region Only - NHS / NMS</b>		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Salary Professional Development	8711	\$181	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Substitutes Professional Development	8712	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Contracted Svcs Professional Developmnt	8713	\$0	\$12,500	\$1,485	\$0	\$1,456	\$1,485	\$1,485	\$0	0.00%
Professional Develop Growth Reimb.	8714	\$140,000	\$140,000	\$140,000	\$140,000	\$140,017	\$140,000	\$140,000	\$0	0.00%
Professional Develop Ed Assistants	8771	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
Professional Develop Admin. Assist.	8773	\$0	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	\$0	0.00%
Professional Develop Supplies	8767	\$0	\$500	\$67	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$145,181</b>	<b>\$161,000</b>	<b>\$146,552</b>	<b>\$150,000</b>	<b>\$146,473</b>	<b>\$151,485</b>	<b>\$151,485</b>	<b>\$0</b>	<b>0.00%</b>
County Retirement Assessment	8716	\$972,178	\$828,215	\$818,704	\$872,496	\$859,520	\$948,253	\$932,006	(\$16,247)	-1.71%
FICA NRSD Share	8718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Medicare NRSD Share	8719	\$301,437	\$324,000	\$314,526	\$324,000	\$323,313	\$360,000	\$376,000	\$16,000	4.44%
Employer's Share Health Insurance	8720	\$2,120,850	\$3,483,765	\$1,856,561	\$3,782,764	\$2,471,484	\$3,864,939	\$4,082,249	\$217,310	5.62%
OPEB Contribution	8772	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$0	0.00%
Employer's Share Life Insurance	8721	\$6,851	\$7,500	\$6,849	\$7,500	\$6,987	\$7,500	\$7,500	\$0	0.00%
Worker's Compensation	8722	\$130,929	\$140,536	\$130,009	\$140,536	\$104,141	\$140,536	\$140,536	\$0	0.00%
Unemployment Insurance	8723	\$31,010	\$69,125	\$61,387	\$50,000	\$112,867	\$62,000	\$112,867	\$50,867	82.04%
Building/Contents/Liability/Auto Ins.	8725	\$116,923	\$157,650	\$126,513	\$187,478	\$131,120	\$206,226	\$268,094	\$61,868	30.00%
Officer Bonds	8726	\$1,970	\$2,619	\$2,200	\$2,619	\$1,865	\$2,619	\$2,619	\$0	0.00%
Interscholastic Athletic Insurance	8727	\$10,038	\$12,548	\$11,038	\$12,548	\$11,038	\$12,548	\$12,548	\$0	0.00%
		<b>\$4,142,186</b>	<b>\$5,475,958</b>	<b>\$3,777,787</b>	<b>\$5,829,941</b>	<b>\$4,472,335</b>	<b>\$6,054,621</b>	<b>\$6,384,419</b>	<b>\$329,798</b>	<b>5.45%</b>
Employer's Share Retired Health Ins.	8724	\$735,125	\$747,868	\$764,194	\$756,268	\$852,981	\$880,104	\$1,004,628	\$124,524	14.15%
Section 18 Health Ins. Exp.	8764	\$2,416	\$2,600	\$1,939	\$2,600	\$448	\$2,600	\$500	(\$2,100)	-80.77%
		<b>\$737,541</b>	<b>\$750,468</b>	<b>\$766,133</b>	<b>\$758,868</b>	<b>\$853,429</b>	<b>\$882,704</b>	<b>\$1,005,128</b>	<b>\$122,424</b>	<b>13.87%</b>
Region Facilities Director Salary	8774	\$0	\$0	\$0	\$125,000	\$95,612	\$120,000	\$125,000	\$5,000	4.17%
Architectural/Engineering Design Services	8770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$95,612</b>	<b>\$120,000</b>	<b>\$125,000</b>	<b>\$5,000</b>	<b>4.17%</b>
Salary Elementary Curriculum Director	8776	\$0	\$0	\$0	\$0	\$0	\$31,519	\$32,307	\$788	2.50%
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,519</b>	<b>\$32,307</b>	<b>\$788</b>	<b>2.50%</b>
<b>GRAND TOTAL</b>		<b>\$9,973,864</b>	<b>\$12,503,650</b>	<b>\$10,155,373</b>	<b>\$14,450,723</b>	<b>\$12,146,197</b>	<b>\$15,487,596</b>	<b>\$16,970,627</b>	<b>\$1,483,031</b>	<b>9.58%</b>
Operations		\$5,286,133	\$6,613,009	\$4,829,223	\$7,132,879	\$5,917,261	\$7,571,931	\$8,114,568	\$542,637	7.17%
SPED		\$1,794,328	\$2,810,835	\$1,930,034	\$3,286,233	\$2,042,925	\$3,561,541	\$3,827,388	\$265,848	7.46%
Trans		\$1,087,298	\$1,184,659	\$897,490	\$1,230,728	\$1,311,490	\$1,400,228	\$1,530,153	\$129,925	9.28%
Choice/Charter		\$1,806,105	\$1,895,147	\$2,498,626	\$2,800,883	\$2,874,521	\$2,953,896	\$3,498,518	\$544,622	18.44%
		<b>\$9,973,864</b>	<b>\$12,503,650</b>	<b>\$10,155,373</b>	<b>\$14,450,723</b>	<b>\$12,146,197</b>	<b>\$15,487,596</b>	<b>\$16,970,627</b>	<b>\$1,483,031</b>	<b>9.58%</b>







**Region Only – NHS/NMS Office FY2025 Budget**  
**Line Item Descriptions & Justification**

**February 15, 2024**  
**Ver 1**  
**FINAL**

**8741 Transportation MS RD**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. The FY25 budgeted amount reflects an increase of \$61,806, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8742 Transportation MS Early Bus**

Transportation MS Early route. The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's transportation needs. The FY25 budgeted amount reflects an increase of \$2,527, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8743 Transportation MS Late Bus**

Transportation MS Late route. This represents two buses (200 runs) for this service at the Middle School for FY25. The FY25 budgeted amount reflects an increase of \$1,519, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8744 Transportation HS RD**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. The FY25 budgeted amount reflects an increase of \$61,806, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8745 Transportation HS Late Bus**

Transportation HS Late route is for 104 days. This represents two buses (208 runs) for this service at the High School. The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. The FY25 budgeted amount reflects an increase of \$1,461, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8754 Transportation Fuel Escalation Charges HS**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. This line item is not applicable for FY25 and no funding is being requested for this line item for FY25.

**8751 Transportation Fuel Escalation Charges MS**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. This line item is not applicable for FY25 and no funding is being requested for this line item for FY25.

**8758 Transportation-McKinney Vento**

Represents costs to transport homeless students to other schools. This line item for FY25 is based on the actual amount spent in FY23. An increase of \$806 and an increase of 4.40%.

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**8728 School Choice Tuition**

Reviewed the actual costs for two, three, four year average and the actual costs for FY24 and projected based on the actual costs for School Choice Tuition paid by the District. FY25 costs represents 59 students. Line item is level funded for FY25.

**8729 Charter School Tuition**

Reviewed the current enrollment (117), three and four year averages for the Lighthouse Charter and Sturgis Charter Schools. Three year average for Lighthouse Charter is 79 and three year average for Sturgis Charter is 26. FY25 projected per pupil costs are as follows: Lighthouse Charter \$24,894; Sturgis Charter \$30,427. This reflects an increase of \$544,622 or a 21.69% percentage increase for FY25.

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**8730 SE Salaries Tutors**

Provides short-term tutoring services for students in out-of-district programs. The funding being requested in FY25 is based on actual amounts spent in FY23.

**8731 SE Contracted Services Tutors**

Provides tutoring services for special needs students. No funding is being requested in FY25 based on actual amounts spent in prior years.

**8732 SE Contracted Services Psychological**

Provides for outside psychological consulting services for special needs students for assessment. No funding is being requested in FY25 based on actual amounts spent in prior years.

**8766 SE Psychological Salaries**

Provides for the salary for psychological professional staff services for special needs students for assessment. No funding is being requested in FY25 based on actual amounts spent in prior years.

**8740 SE Salaries Speech Therapeutic, OT, PT**

Represents the Elementary portion of Speech Therapeutic, OT & PT services which are billed to the five elementary schools. Amounts are based on a three year averaging of actual hours spent in each building. The High School and Middle School portion is reflected in their respective operating budget. This reflects an increase of \$39,567 or a 16.73% percentage increase for FY25.

**8752 SE Contracted Services Speech Therapeutic, OT, PT**

Represents the Region costs for outside services required for students for Speech Therapeutic, OT & PT services. This reflects an increase of \$29,156 or a 100% increase for FY25 based on student need.

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**8733 SE Contracted Services Transportation**

Represents contracted services for Out-of-District Collaborative placements of special needs students' transportation through the Cape Cod Collaborative. Amount funded based on student needs and increased by \$398,504 or an increase of 111.34% based on current FY24 student needs and FY25 projected student needs.

**8734 SE Contracted Services Trans Parent Reimburse**

Represents amounts paid to parents for transportation reimbursement. Line item is decreased by \$170,440 for FY25 and is based on the number of students being transported by parents. Line item reflects a decrease of 86.76% for FY25.

**8746 SE Transportation MS**

This amount represents amounts for Middle School Special Needs transportation costs for in District transportation expenses. The projected increase of \$2,989 or a 5.22% increase as provided by the Cape Cod Collaborative. The District is charged per actual mileage as opposed to per bus per day fee. This line item is based on the student need for this service.

**8747 SE Transportation MS Summer**

This amount represents amounts for Middle School Special Needs transportation costs for in District transportation expenses for Summer Programming based on student needs. The projected cost for FY25 is level funded.

**8748 SE Transportation HS**

This amount represents amounts for High School Special Needs transportation costs for in District transportation expenses. The projected increase of \$13,160 or a 5.22% increase as provided by the Cape Cod Collaborative. Included in this expense are costs for field trips, and transportation costs for the various programs inclusive of the following: Best Buddies Program, Life Skills Program, After School Program and Breakfast Café Program. The District is charged per actual mileage as opposed to per bus per day fee. This line item is based on the student need for this service.

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**8735 SE Tuition Non-Public Schools**

Tuition paid for Special Needs tuition to non-public schools for out-of-district residential/day placements for students with special needs which cannot be serviced in the District. This line item reflects an increase of \$206,008 or an increase of 13.68% for FY25 compared to costs for FY24. This is based on current student enrollment and projected enrollment for FY25.

**8736 SE Tuition Collaborative**

Tuition paid for Special Needs tuition to the Cape Cod Collaborative placements for students with special needs which cannot be serviced in the District. This line item reflects a decrease of \$256,943 or a decrease of 27.07% for FY25 compared to costs for FY24. This is based on the current student enrollment and projected enrollment for FY25.

**8737 SE Itinerant Services**

Services provided to special education students based on their IEP where the student resides within the four member towns. Line item is based on actual expenses incurred in FY23.

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**8701 Salaries Committee/Council Administrative Assistant**

Compensation for the recording secretary to cover various meetings. Amount is contractual and is increased by \$3,583 based on actual amounts spent in FY23 due to an increase in hours worked or an increase of 46.87% for FY25.

**8702 Supplies Treasurer**

Line item covers costs for supplies for our Treasurer. Line item is level funded for FY25.

**8703 Meet/Dues/Subscriptions**

Funds for meetings, dues and subscriptions. Line item for FY25 is level funded.

**8704 Salary Treasurer**

Line item covers the salary for the District's Treasurer. Amount is contractual and increased \$22,402 or a 120.45% increase for FY25 is based on the number of hours worked per contract language.

**8705 Annual Fiscal Audit/Actuarial**

Amounts expended for auditing services. Amounts reviewed for last year and current year costs and the level of services to be provided in FY25. Line item is increased by \$22,250 or an increase of 46.31% for FY25.

**8706 Banking Services**

Anticipated costs for banking services for FY25 is level funded for FY25.

**8707 Medicaid Collection Services**

Amounts paid to a third party vendor to submit applicable paperwork for Medicaid reimbursements on behalf of the District and the four member Towns. Line item is level funded in FY25 is based on the amount collected from Medicaid by the vendor on the District's behalf.

**8708 Advertising**

Line item funds costs for advertisement for the District. Amount is increased by \$74 or an increase of 4.92% based on the actual amounts spent in FY23.

**8709 Legal Services School Committee**

Amount is funded for FY25 based on the actual expenditures in FY23. Line item amount is increased by \$17,973 for FY25 representing an increase of 27.26%.

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**8768 Tech Technician Salary**

This line item funds part of the salary for the Chief Network Officer (previously this was the technology support staff person who maintained the technology infrastructure of the High School campus, Middle School campus and Central Office). Additional funding is through Central Office budget (\$19,012). Also included is the salary for Technology Technician who supports the five elementary schools. This amount is billed to the five elementary schools annually. FY25 is based on individual contracts. The Technology Department was reconfigured in FY23 and again in FY24. Line item is increased \$18,345 for FY25 an increase of 12.07% due to changes in contract language and an increase in duties due to the reconfiguration of the Technology Department.

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**8711 Salary Professional Development**

Line item funds the salary for any professional development. Reviewed the prior year actual costs. No funding is requested in FY25.

**8712 Substitutes Professional Development**

Line item funds professional development costs for substitutes. Reviewed prior year actual costs. No funding is requested in FY25.

**8713 Contracted Services Professional Development**

Line item funds professional development costs. Reviewed prior year actual costs. Line item is level funded in FY25.

**8714 Professional Development Growth Reimbursement**

Line item level funded for FY25 from previous year per contract language.

**8771 Professional Development Ed Assistants**

Line item level funded for FY25 from previous year per contract language.

**8773 Professional Development Administrative Assistants**

Line item level funded for FY25 from previous year per contract language

**8767 Professional Development Supplies**

Line item covers professional development supplies. No funds are requested for FY25.

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**8716 County Retirement Assessment**

Amount is based on FY24 appropriation information provided by the Barnstable County Retirement Association. Amount represents full payment of the District's portion of the retirement expense on July 1, 2024. Savings of \$15,677 will be realized by paying in one payment versus two payments. Previous year's budget amount reflected one payment. FY25 amount reflects a decrease of \$16,247 of expenses, reflecting a decrease of 1.71%.

**8719 Medicare NRSD Share**

Amount is based on the projected FY25 salaries and is the employer's portion of the Medicare costs at a rate of 1.45%. Amount is increased \$16,000 for FY25 representing a 4.44% increase.

**8720 Employer's Share Health Insurance**

This represents the Employer's portion of health insurance costs. This amount reflects an increase of An 8% in premium. FY25 amount reflects an increase of \$217,310 or a 5.62% increase. The premium is for the following plans: Blue Card Elect Preferred PPO, Network Blue NE HMO, Harvard Pilgrim PPO, Harvard Pilgrim HMO; the HSA-Qualified High Deductible Health Plans for the following plans: Blue Care Elect Preferred PPO (PPO Saver), Network Blue NE HMO (HMO Saver), Harvard Pilgrim HSAQ PPO and Harvard Pilgrim HSAQ HMO based on the final published rates by the Cape Cod Municipal Health Group. The District participates in the Cape Cod Municipal Health Group. (Employer's portion is 70%). Prior budgeting practices included the retirees' portion in this line item as well. Line item reflects an increase of two plans from FY24. Retirees' portion is separated and included in line item budget #8724 Employer's Share Retired Health Insurance.

**8772 OPEB Contribution**

Line item funds the District's OPEB contribution. Previously, this was based on 1% of the budgetary costs of the following budget line items: #8720 Employer's Share of Health Insurance; #8724 Employer's Share of Retired Health Insurance; and #8764 Section 18 Health Insurance Expense. Per the vote of the School Committee, this line item was increased to \$450,000 beginning in FY21. Line item is level funded in FY25.

**8721 Employer's Share of Life Insurance**

Line item funds the employer's share of the employees' life insurance. Line item is level funded from previous year for FY25.

**8722 Worker's Compensation Insurance**

Line item funds the workers' compensation insurance premiums for Region's employees for work-related injuries. Line item is level funded for FY25.

**8723 Unemployment Insurance**

Line item has been increased for FY25 based on the actual expenses incurred for FY23. Line item is increased by \$50,867 or a 82.04% increase in FY25. Amount may fluctuate based on the number of employees who file for and receive unemployment insurance benefits.

**8725 Buildings contents/liability/auto insurance**

The District increased the deductible in FY14 and again in FY20 realizing additional savings in premium costs. Amount is increased by \$61,868 or an increase of 30% for FY25 based on our recent claim history and the High School building project after consulting with our MIIA Insurance Representative. This increase in premium is due to the increase in the value of the District properties per MIIA requirements and the High School building project values.

**8726 Officer Bonds**

This line item covers the Treasurer and two School Committee Members. Amount is level funded for FY25.

**8727 Interscholastic Athletic Insurance**

Line item is level funded for FY25.

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**8724 Employer's Share Retired Health Ins.**

This line item represents the Employer's share of retirees' health insurance costs. Amount reflects an increase of \$124,524 or an increase of 14.15% based on an increase in the number of retirees (14) and an increase in the overall costs for retirees reflecting the final published rates by the Cape Cod Municipal Health Group. The District participates in the Cape Cod Municipal Health Group.

**8764 Section 18 Health Ins. Expense.**

This line item represents the penalty assessed to the District. Amount is an actual amount based on the number of retirees who did not elect Medicare upon attaining the age 65. Line item is reduced by \$2,100 or a decrease of 80.77% in FY25 based on the number of retirees remaining.

**8774 Region Facilities Director Salary**

This line item funds the contractual salary for the Region Facilities Director to oversee the MSBA High School renovation project, and the Middle School and Central Office buildings. Line item reflects an increase of \$5,000 for FY25 per contract language.

**8770 Architectural/Engineering Design Services**

This line item assists the Finance Office with the various interior and exterior repair/renovation capital projects such as window replacements, classroom modifications, handicap accessibility, science lab upgrades, elevators, roof replacements, brick restorations, HVAC modifications, etc., required for the Nauset Regional School District buildings.

Proposed work is inclusive of investigating problematic areas in site infrastructure, architectural, structural and building systems as well as recommendations of detailed repairs and the development of cost estimates for such repairs for the Nauset Regional School District. Assignments may include documenting existing conditions, investigating the nature and diversity of the problems and proposing alternate methods of repair for resolution of the problems. Detailed projects would be inclusive of the development of recommended solutions which may include pre-schematic design and outline specification with cost estimates and/or prepare construction documents and administer the construction contract for the solution. This architectural/engineering design services would inspect

each of the locations to determine the specific work required and provide the Nauset Regional School District with a report prior to the preparation of design and bid plans for construction.

No funding is being requested for FY25 for this budget line item.

**8776 Salary Elementary Curriculum Director**

This line item is new in FY25 and funds the salary for the Elementary Director of Curriculum, Instruction and Assessment. Total salary in FY25 is \$32,307. Line item will be billed to the five elementary schools. Previously, this position was funded in the Central Office Operating Budget.





NAUSET REGIONAL SCHOOL DISTRICT FY 2025 BUDGET WORKSHEET										2/15/2024 ver 3 FINAL	
<i>Region Shared - Central Office</i>											
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Proposed	Dollar	%
		2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	Increase	Increase
Salaries Custodians	8869	\$11,755	\$10,658	\$12,150	\$9,167	\$13,494	\$9,478	\$14,435	\$14,862	\$427	2.96%
		\$11,755	\$10,658	\$12,150	\$9,167	\$13,494	\$9,478	\$14,435	\$14,862	\$427	2.96%
Salary Nurse Leader	8874	\$5,151	\$5,360	\$5,385	\$0	\$128,125	\$0	\$131,328	\$131,328	\$0	0.00%
Professional Development Nurse Leader	8883	\$0	\$0	\$0	\$300	\$0	\$980	\$500	\$1,000	\$500	100.00%
Substitute Nurse Training	8884	\$0	\$375	\$0	\$150	\$1,000	\$0	\$1,000	\$1,000	\$0	0.00%
		\$5,151	\$5,735	\$5,385	\$450	\$129,125	\$980	\$132,828	\$133,328	\$500	0.38%
Salary Dir of Fin & Optns	8817	\$151,488	\$155,183	\$151,488	\$140,190	\$174,250	\$178,278	\$178,606	\$178,606	\$0	0.00%
Salary Business Office Staff	8819	\$319,425	\$341,017	\$347,166	\$366,462	\$372,009	\$391,893	\$414,885	\$414,885	\$0	0.00%
Substitute Staffing Business Office	8821	\$0	\$0	\$0	\$0	\$0	\$552	\$0	\$0	\$0	0.00%
General Contracted Svcs Business	8822	\$15,525	\$2,542	\$15,525	\$3,572	\$15,525	\$11,723	\$15,525	\$15,525	\$0	0.00%
Postage	8823	\$5,000	\$7,160	\$5,000	\$242	\$5,000	\$4,227	\$5,000	\$5,000	\$0	0.00%
Office Supplies Business	8824	\$12,842	\$13,902	\$12,842	\$12,892	\$13,902	\$8,349	\$13,902	\$13,902	\$0	0.00%
Office Equipment Business	8825	\$5,600	\$5,956	\$7,100	\$5,784	\$7,100	\$3,138	\$7,100	\$7,100	\$0	0.00%
Travel Business Manager	8826	\$1,200	\$82	\$462	\$44	\$462	\$390	\$462	\$462	\$0	0.00%
Meet/Dues/Subscriptions Business	8827	\$3,550	\$4,135	\$3,700	\$4,251	\$4,135	\$2,866	\$4,251	\$4,251	\$0	0.00%
Professional Development Business	8828	\$1,700	\$400	\$1,700	\$2,953	\$1,700	\$3,424	\$2,975	\$3,424	\$449	15.09%
Professional Dvlp Business Office	8829	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		\$516,330	\$530,377	\$544,983	\$536,390	\$594,083	\$604,840	\$642,706	\$643,155	\$449	0.07%
Salary Director of Student Services	8858	\$154,721	\$140,000	\$142,800	\$133,000	\$151,700	\$136,700	\$155,493	\$150,000	-\$5,493	-3.53%
Salary Admin. Assistant to Director Student Services	8860	\$72,872	\$53,784	\$56,591	\$58,006	\$80,000	\$73,379	\$73,800	\$60,000	-\$13,800	-18.70%
Office Supplies Dir of Student Services	8862	\$500	\$500	\$500	\$348	\$500	\$138	\$500	\$500	\$0	0.00%
Meet/Dues/Pub Dir Student Services	8864	\$1,050	\$1,200	\$1,050	\$0	\$1,200	\$56	\$1,200	\$1,200	\$0	0.00%
		\$229,143	\$195,484	\$200,941	\$191,354	\$233,400	\$210,273	\$230,993	\$211,700	-\$19,293	-8.35%

**NAUSET REGIONAL SCHOOL DISTRICT  
FY 2025 BUDGET WORKSHEET**

ver 3  
FINAL

<i>Region Shared - Central Office</i>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Salary Dir & Admin. Assistant to Human Resources	8830	\$126,562	\$130,532	\$135,959	\$172,400	\$166,909	\$206,094	\$210,125	\$210,125	\$0	0.00%
Consulting Human Resources	8832	\$0	\$0	\$0	\$0	\$0	\$3,650	\$0	\$3,650	\$3,650	100.00%
Meet/Dues/Subscriptions Human Resources	8833	\$350	\$90	\$450	\$288	\$450	\$565	\$450	\$565	\$115	25.56%
Contracted Services Legal	8834	\$9,000	\$6,392	\$9,000	\$16,520	\$9,000	\$7,696	\$16,520	\$16,520	\$0	0.00%
Professional Dev Human Resources	8873	\$0	\$0	\$100	\$1,406	\$100	\$0	\$1,406	\$1,406	\$0	0.00%
Advertising Human Resources	8875	\$2,700	\$3,150	\$3,000	\$1,475	\$3,150	\$461	\$3,743	\$4,743	\$1,000	26.72%
		<b>\$138,612</b>	<b>\$140,164</b>	<b>\$148,509</b>	<b>\$192,089</b>	<b>\$179,609</b>	<b>\$218,466</b>	<b>\$232,244</b>	<b>\$237,009</b>	<b>\$4,765</b>	<b>2.05%</b>
Salary Director of Technology	8836	\$109,723	\$125,426	\$134,640	\$140,000	\$125,000	\$82,538	\$105,575	\$145,000	\$39,425	37.34%
Salary Chief Network Officer	8865	\$0	\$0	\$0	\$0	\$0	\$0	\$19,012	\$19,012	\$0	0.00%
Salary Infrastructure Maintenance	8867	\$66,234	\$87,203	\$113,118	\$119,855	\$129,480	\$136,880	\$0	\$0	\$0	0.00%
Salary Chief Technology Officer	8886	\$0	\$0	\$0	\$0	\$0	\$0	\$117,875	\$0	-\$117,875	-100.00%
Contracted Svcs Technology	8838	\$45,154	\$42,773	\$49,745	\$52,230	\$51,237	\$56,948	\$98,390	\$83,585	-\$14,805	-15.05%
Computer Supplies	8840	\$1,500	\$422	\$1,500	\$0	\$1,500	\$607	\$1,500	\$1,500	\$0	0.00%
Computer Software	8841	\$1,500	\$0	\$1,500	\$180	\$1,500	\$1,212	\$1,500	\$1,500	\$0	0.00%
Computer Hardware	8842	\$2,500	\$6,688	\$2,500	\$3,673	\$6,688	\$5,686	\$31,788	\$5,000	-\$26,788	-84.27%
Other Technology Expense	8843	\$2,000	\$440	\$2,000	\$2,780	\$2,000	\$3,392	\$3,000	\$3,000	\$0	0.00%
Professional Development Technology	8845	\$1,000	\$0	\$1,000	\$348	\$1,000	\$765	\$1,500	\$1,500	\$0	0.00%
Other District-Wide Supplies	8887	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$0	0.00%
District-Wide Tech Infrastructure Maint. Contr. Sv.	8888	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400	\$5,400	\$0	0.00%
		<b>\$229,611</b>	<b>\$262,952</b>	<b>\$306,003</b>	<b>\$319,068</b>	<b>\$318,405</b>	<b>\$288,028</b>	<b>\$390,540</b>	<b>\$270,497</b>	<b>-\$120,043</b>	<b>-30.74%</b>
ELL Coordinator	8866	\$0	\$5,551	\$5,386	\$0	\$5,386	\$0	\$0	\$5,386	\$5,386	100.00%
		<b>\$0</b>	<b>\$5,551</b>	<b>\$5,386</b>	<b>\$0</b>	<b>\$5,386</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,386</b>	<b>\$5,386</b>	<b>100.00%</b>
Salary Food Services Director	8879	\$84,521	\$84,934	\$88,633	\$82,040	\$105,044	\$0	\$107,670	\$107,670	\$0	0.00%
Salary Food Services Bookkeeper	8882	\$51,576	\$50,880	\$53,625	\$54,190	\$57,414	\$7,853	\$60,374	\$60,374	\$0	0.00%
Travel Food Services Director	8880	\$200	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$136,297</b>	<b>\$135,814</b>	<b>\$140,458</b>	<b>\$116,230</b>	<b>\$162,458</b>	<b>\$7,853</b>	<b>\$168,044</b>	<b>\$168,044</b>	<b>\$0</b>	<b>0.00%</b>

**NAUSET REGIONAL SCHOOL DISTRICT  
 FY 2025 BUDGET WORKSHEET**

<i>Region Shared - Central Office</i>		<b>Budget 2020-2021</b>	<b>Actual 2020-2021</b>	<b>Budget 2021-2022</b>	<b>Actual 2021-2022</b>	<b>Budget 2022-2023</b>	<b>Actual 2022-2023</b>	<b>Budget 2023-2024</b>	<b>Proposed 2024-2025</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Supplies Maintenance	8850	\$1,500	\$4,548	\$1,721	\$3,686	\$4,548	\$2,457	\$4,548	\$4,548	\$0	0.00%
Natural Gas	8851	\$2,800	\$1,378	\$2,800	\$1,816	\$2,800	\$2,054	\$4,200	\$4,200	\$0	0.00%
Electricity	8852	\$11,287	\$7,700	\$11,287	\$6,703	\$11,287	\$7,374	\$16,931	\$16,931	\$0	0.00%
Telephone	8853	\$4,800	\$3,192	\$4,800	\$3,216	\$4,800	\$3,456	\$4,800	\$4,800	\$0	0.00%
Water	8854	\$1,056	\$600	\$1,056	\$408	\$1,056	\$556	\$1,056	\$1,056	\$0	0.00%
Contracted Svcs General Maintenance	8855	\$2,500	\$14,894	\$2,473	\$2,433	\$2,473	\$6,385	\$3,569	\$6,385	\$2,816	78.90%
Contracted Svcs Security	8856	\$1,575	\$1,500	\$2,952	\$1,830	\$2,952	\$1,745	\$2,952	\$2,952	\$0	0.00%
Contracted Svcs Extraordinary Maint.	8857	\$1,250	\$0	\$1,937	\$0	\$1,937	\$1,212	\$1,937	\$1,937	\$0	0.00%
		<b>\$26,768</b>	<b>\$33,812</b>	<b>\$29,028</b>	<b>\$20,092</b>	<b>\$31,853</b>	<b>\$25,239</b>	<b>\$39,893</b>	<b>\$42,809</b>	<b>\$2,816</b>	<b>7.04%</b>
Joint Comte Secretary Salary	8801	\$700	\$934	\$700	\$0	\$700	\$0	\$700	\$700	\$0	0.00%
Membership and Consultants	8802	\$14,398	\$11,547	\$14,398	\$12,917	\$14,398	\$20,048	\$19,488	\$25,937	\$6,449	33.09%
		<b>\$15,098</b>	<b>\$12,481</b>	<b>\$15,098</b>	<b>\$12,917</b>	<b>\$15,098</b>	<b>\$20,048</b>	<b>\$20,188</b>	<b>\$26,637</b>	<b>\$6,449</b>	<b>31.94%</b>
<b>RESERVE FOR NEGOTIATION</b>	<b>VARIOUS</b>								<b>\$116,576</b>		





**Central Office FY2025 Budget**  
**Line Item Descriptions & Justification**

2/15/2024  
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**8803 Salary Superintendent**

This line item funds the negotiated contract salary for the Superintendent. Line item is level funded for FY25 pending contract negotiations.

**8805 Salary Administrative Assistant to the Superintendent**

This line item funds the Administrative Assistant to the Superintendent. Line item is level funded for FY25 pending contract negotiations.

**8807 Contracted Services Consulting Superintendent**

Line item provides funds for expert advice and consultation related to operations for the Superintendent. No funds are requested in this line item for FY25

**8885 Contracted Professional Services Superintendent**

Line item provides funds for expert advice and consultation related to operations for the Superintendent. Line item is level funded for FY25.

**8808 Meeting Expense / Dues / Subscriptions Superintendent**

Membership in the MASS, AASA, & ASCD and subscription to the Education Week newspaper. Costs for coffee / refreshments meetings are paid from this account. Budget line item is level funded for FY25.

**8809 Travel Superintendent**

This line item in FY25 funds any repairs and maintenance required for the Central Office vehicle used for on and off Cape travel by the Superintendent and District staff. Budget line item is level funded in FY25.

**8810 Professional Development Superintendent**

Funds for three conferences: AASA (National), MASS (Mashpee), MASC (Hyannis). Budget line item is level funded in FY25.

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**8811 Salary Assistant Superintendent**

This line item funds the salary for the Assistant Superintendent. Previously this line item was the Director of Curriculum, Instruction and Assessment. The position has been reconfigured in FY24. Total salary in FY25 is budgeted at \$160,000 due to changes in staffing. Additional funding in FY25 of \$30,947 will be charged to Title I funds.

**8812 Salary Elementary Director of Curriculum, Instruction and Assessment**

This line item funds the salary for the Elementary Director of Curriculum, Instruction and Assessment. Line item will be billed to the five elementary schools and charged to the Region Only Budget. Previously, the funding allocation was from the Central Office operating budget and through Title I grant funding. Line item is level funded for FY25 pending contract negotiations.

**8813 Salary Administrative Assistant to the Assistant Superintendent**

This line item funds the Administrative Assistant salary to the Assistant Superintendent. Previously this line item was the Salary for the Grant Manager/Administrative Assistant to the Director of Curriculum, Instruction and Assessment. This line item has been reduced due to staff changes. Funding for this position is \$70,213; \$51,053 will be charged to Title I in FY25.

**8814 Travel Assistant Superintendent**

This line item funds the travel costs for travel costs for the Assistant Superintendent. Previously this line item was Travel for the Director of Curriculum, Instruction and Assessment. Funds for FY25 are based on the actual amount spent in FY23.

**8815 Meeting/Dues/Subscriptions Assistant Superintendent**

This line item funds the costs for any professional associations and memberships for the Assistant Superintendent. Previously this line item was Meeting/Dues/Subscriptions for the Director of Curriculum, Instruction and Assessment. Line item is level funded for FY25.

**8816 Professional Development for Assistant Superintendent**

This line item funds for conference fees for the Assistant Superintendent. Previously this line item was the Professional Development for the Director of Curriculum, Instruction and Assessment. This line item is funded based on the contract language for expense reimbursement. Line item is level funded in FY25.

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**8847 Salary Administrator of Professional Development**

Previously, this portion of the Assistant Superintendent's salary was allocated to professional Development. Line item was reclassified to #8811 Salary Assistant Superintendent. This line item is no longer applicable.

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**8869 Salaries Custodian**

Salary for custodian to provide cleaning services at the Central Office. Amount is per contract language.

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**8874 Salary Nurse Leader**

This line item was previously the Nurse Coordinator Stipend. The Nurse Leader oversees required professional development for nurses and also interacts with our consultant physician on issues such as medications, allergies, etc. Amount is per contract language. No funding is requested in FY25 for Nurse Coordinator Stipend as this is now part of the Salary Nurse Leader salary. Line item was previously funded through the use of ESSER II and III. In FY25, the expense is included in the Operating Budget. Line item is level funded for FY25 pending contract negotiations.

**8883 Professional Development Nurse Leader**

This line item funds any professional development for the Nurse Leader in order to maintain her licenses and keep current in the field. FY25 based on actual amount spent in FY23.

**8884 Substitute Nurse Training**

This line items provides funds for training substitute nurses who are new to the District. Budget line item is level funded in FY25.

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**8817 Salary Director of Finance & Operations**

This line item funds the salary for the Director of Finance & Operations. Line item is level funded for FY25 pending contract negotiations.

**8819 Salary Business Office Staff**

Salaries and longevity costs for the Finance Office staff. All positions are non-union salaried positions. Positions are: Assistant Director of Finance & Operations, Administrative Assistant Accounts Payables (1 FTE). Previously, this was a combined position (.5 FTE Accounts Payable Finance Office and .5 FTE Human Resources). Payroll and Benefits Coordinator, Staff Accountant (1.0 FTE) and Administrative Assistant to the Director of Finance & Operations. Administrative Assistant Business Office (formerly Food Services Clerk/Bookkeeper (Business Office Clerk) has been reclassified to line item #8882 Salary Food Services Bookkeeper in order to align with the End of Year reporting requirements of the Department of Elementary and Secondary Education (DESE). (See Central Office Organizational Chart & Positions Listing). Line item is level funded for FY25 pending contract negotiations.

**8821 Substitute Staffing Business Office**

This line item covers the costs for substitute staffing for the business office staff when out on long-term leave as well as cross training as a result of an upcoming retirement to ensure a seamless transfer of duties. No funding is requested in FY25.

**8822 General Contracted Services Business**

Amount represents costs for E-Rate Consultant; copy machine leasing and applicable maintenance; maintenance contracts for other office machines; and other miscellaneous costs. Line item is level funded for FY25.

**8823 Postage**

Amount budgeted based on an average of prior year actual and prior year budgeted amounts and adjusted. The District is also interested in sending direct mail marketing to families to encourage them to choose Nauset Schools over Charter Schools. The District utilizes electronic e-mail whenever possible to reduce postage costs. Line item is level funded for FY25.

**8824 Office Supplies Business**

These funds are for office supplies (paper, ink cartridges, envelopes, files, etc.) as well as supplies for the postage machine. Line item is level funded for FY25.

**8825 Office Equipment Business**

Postage & folding machine maintenance; purchase replacement office equipment and furniture. Line item is level funded for FY25.

**8826 Travel Business Manager**

Travel allowance for the Director of Finance & Operations for travel outside of the District. Line item is level funded for FY25.

**8827 Meeting Costs, Dues and Subscriptions Business**

Meeting expenses (paper products & refreshments), dues and subscriptions for Business Office staff to stay current in their field. Line item is level funded for FY25.

**8828 Professional Development Business**

Costs for any professional development for the Director of Finance & Operations. Line item is funded based on actual amounts spent in FY23.

**8829 Professional Development Business Office**

Costs for any professional development for the Business Office staff. No funding is requested for FY25.

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**8858 Salary Director of Student Services**

Director of Student Services salary is per contract language. Additional funding is through IDEA Grant (\$30,000) in FY25. Decrease in this line item is due to staff changes. Line item is level funded for FY25 pending contract negotiations.

**8860 Salary Administrative Assistant to the Director of Student Services**

Salary for the Administrative Assistant to the Director of Student Services (\$60,000). Decrease in this line item is due to staff changes.

**8862 Office Supplies Director of Student Services**

Various office supplies and materials for the Director of Student Services. Line item is level funded for FY25.

**8864 Meeting, Dues Publications Director of Student Services**

Meetings, dues and subscriptions for the Director of Student Services to stay current in the field. Line item is level funded in FY25.

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**8830 Salary Director of Human Resources and Administrative Assistant**

Director of Human Resources salary is per contract. Also included in this line item is the Administrative Assistant Human Resources (1 FTE) which was a new position in FY23. Previously this position was a shared position, .5FTE Administrative Assistant Business Office and .5FTE Administrative Assistant for Human Resources. Line item is level funded for FY25 pending contract negotiations.

**8832 Consulting Human Resources**

Funding is for expert advice and consultation related to human resources operations. Funding is based on the actual amount spent in FY23.

**8833 Meetings, Dues and Subscriptions Human Resources**

Meetings, dues and subscriptions for the Director of Human Resources to stay current in the field and Membership in the American Association of Personnel Administrators. Funding is based on the actual amount spent in FY23.

**8834 Contracted Services Legal**

Expenses associated with the retention of legal counsel for labor and special education issues across all schools. Line item is level funded for FY25.

**8873 Professional Development Human Resources**

Costs for any professional development for the Director of Human Resources. Line item is level funded for FY25.

**8875 Advertising Human Resources**

Funds the costs of advertising vacant positions using various on-line employment platforms inclusive of Monster.com, Indeed, and Zip Recruiter. Previously this line item included funds for School Spring which has been moved to account #8838 Contracted Services Technology.

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**8836 Salary Director of Technology**

This position was reconfigured in FY23 as the Director of Technology Integration. In FY24, this position has been reconfigured to Salary Director of Technology which includes the integration component as a result of staff changes within the IT Department and pending new hire.

**8865 Salary Chief Network Officer**

Line item includes the partial salary for the Chief Network Officer (\$19,012). This position was reconfigured in FY23. Line item is level funded for FY25 pending contract negotiations.

**8867 Salary Infrastructure Maintenance**

This line item previously funded the salary for the Chief Technology Officer and Technology Technician. The Technology Department was reconfigured in FY23 and again in FY24 as a result of staff changes. No funds are being requested for FY25.

**8886 Salary Chief Technology Officer**

This line item funds the salary for the Chief Technology Officer. The Technology Department was reconfigured in FY23 and again in FY24 as a result of staff changes. No funds are being requested for FY25.

**8838 Contracted Services Technology--\$83,585**

- **SoftRight**--The annual maintenance fee for our financial accounting software. - **\$39,000**
- **Comcast/Open Cape**-- Internet Access and *Internet Provider*. - **\$3,405** (pending e-rate funds)
- **Sophos Filtering** and Sophos Phishing Licenses--*The Children's Internet Protection Act requires districts to filter internet services.* - **\$810**
- **Finaliste Platform/Blackboard Engage**--Currently, the District subscribes to Blackboard Engage web services. In FY24 Blackboard Engage will become Finaliste Platform providing the same services. This is a template based web design that allows the schools to easily manage their web page. In addition, the service provides teacher accounts for teachers to have classroom webpages. *All hosting and support is included.* - **\$1,800**
- **Airwatch MDM/Device Management**--The District uses an MDM system to manage iOS devices. The MDM is required and allows for the seamless integration for app and profile deployment, resetting passwords, data protection, remote wipe and full inventory reporting.-- **\$300**
- **Veem Cloud Backup, Storage and Licensing**-- Storage Craft cloud based services secures and allows retrieval of student & staff files on & off-site. In 2006 *Federal Law mandated that all public and private institutions archive email correspondence for 7 years. In addition, user record and emails for up to 7 years upon their leaving or retiring from the School District. The cost is based on the number of staff in building.* -- **\$2,005**
- **Consulting**--*Higher level technology support for servers, firewalls, etc.* -- **\$3,000**
- **Anti-Virus License**--*Sophos is the cloud based application being used in the District to protect our technology from viruses and malware. The cost is based on the number of devices in each building.* -- included in with Sophos filtering.
- **Teach Point**--The District's evaluation reporting tool. All certified staff are reviewed using criteria listed in the TeachPoint forms. -- **\$500**
- **Secure Email**--To ensure that sensitive data on students is protected when emailed, an encryption service is used to protect the data. -- **\$1,350**
- **PDQ Deploy/Inventory**--This program is used to push out updates like Adobe Flash to computers eliminating the need for technical staff to "touch" each computer. -- **\$165**
- **Gaggle Archiving (New)** -- This program allows for the storage, management and retrieval of data -- **\$650**
- **Adobe Sign Software**--E-signatures and digital signing software allows recipients to electronically sign documents by typing their name or uploading their signature on a computer. **\$3,450**
- **Zoom Software**--Video conferencing platform powers all of the District's communication needs, including meetings, chats, phone, webinars and online events. -- **\$2,900**
- **Smores Software**--Software tool for the design of online flyers and newsletters. -- **\$1,450**

- **Snap Health (New)**—Nurse Leader software license. -- \$900
- **Duo MFA (New)**—Multi-Factor Authentication for all staff members accessing the financial software Softright. This additional level of security is essential to safeguard our digital assets and ensure only authorized access to District sensitive information and systems. -- \$2,000
- **Unified Talent Applicant Tracking and School Spring Unified Talent Records (New)**-- \$19,900—Includes School Spring platform previously included in line item #8875 Advertising Human Resources and new internal application process for prospective applicants to apply for positions within the Nauset District.

**8840 Computer Supplies**

Funds are for various computer and printer supplies. Line item is level funded for FY25.

**8841 Computer Software**

Upgrades for existing or new software licenses – Microsoft Office, Gaggle and Log me in, etc. Line item is level funded for FY25.

**8842 Computer Hardware**

Funds are to maintain, repair, or replace outdated desktop computer hardware (\$5,000).

**8843 Other Technology Expense**

Upgrades as needed and inclusive of Sonic Wall filtering software and hardware. Line item is level funded for FY25.

**8845 Professional Development Technology**

Costs for professional development / training for technology staff. Line item is level funded for FY25.

**8887 Other District-Wide Supplies**

This funds the costs for materials and supplies related to communication and outreach. Line item is level funded for FY25.

**8888 District Wide Technology Infrastructure Maintenance Contracted Service**

This funds the costs for technology infrastructure, maintenance and support. Line item is level funded for FY25.

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**8866 ELL Coordinator**

Stipend for the ELL Coordinator per contract. This person provides consultation and planning for students with limited English proficiency in all of our schools. Funding is provided in Title IV (\$5,386).

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**8879 Salary Food Services Director**

This line item funds the salary for the District-wide Food & Nutrition Services Director. Additional funding is through Cape Cod Tech Revolving Account (\$28,414) and (\$81,948) to be charged to the various Cafeteria Revolving Accounts for the five elementary schools and the middle and high schools. Line item is level funded for FY25 pending contract negotiations.

**8882 Salary Food Services Bookkeeper (Administrative Assistant Business Office)**

This line item funds the salary for the Business Office Clerk. Budgeted in this line item in order to align with the End of Year Reporting requirements of the Department of Elementary and Secondary Education (DESE). Additional funding (\$49,506) to be charged to the various Cafeteria Revolving Accounts for the five elementary schools and the middle and high schools. Line item is level funded for FY25 pending contract negotiations.

**8880 Travel Food Services Director**

This line item funds any additional travel for Food & Nutrition Services Director for off Cape travel to conferences. No funding is requested in FY25. Expenses are charged to Cafeteria Revolving Accounts.

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**8850 Supplies Maintenance**

Costs for cleaning supplies for the Central Office. Line item is level funded in FY25.

**8851 Natural Gas**

Natural gas cost has been level funded for FY25.

**8852 Electricity**

Electricity costs have been level funded for FY25.

**8853 Telephone**

The cost of telephone service (VOIP) voice over internet protocol new in FY20. Costs related to internet services have been reclassified to line item #8838 Contracted Services Technology. Funding in FY25 is level funded.

**8854 Water**

Costs for water service for Central Office. Funding in FY25 is level funded.

**8855 Contracted Services General Maintenance**

Contracted services for minor repairs—electrical, plumbing, HVAC, etc. for the Central Office. Line item is increased in FY25 based on actual amounts spent in FY23.

**8856 Contracted Services Security**

General maintenance by outside vendors such as security monitoring, lock smith, etc. for the Central Office. Budget line item is level funded in FY25.

**8857 Contracted Services Extraordinary Maintenance**

Contracted services for any unforeseen extraordinary maintenance costs for the Central Office. Line item is level funded in FY25.

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**8801 Joint Committee Secretary Salary**

Costs for recording secretary for up to four to five meetings annually. Line item is level funded for FY25 pending contract negotiations.

**8802 Membership and Consultants**

Membership costs for four towns and the Region in the Massachusetts Association of School Committees, and on-line policy manual. Budget line item is increased in FY25 to include for any additional services and based on the actual amount spent in FY24.



## Nauset Public Schools

78 Eldredge Park Way, Orleans, MA 02653 (508)255-8800 [www.nausetschools.org](http://www.nausetschools.org)

### Brooke A. Clenchy/Superintendent of Schools

Joanna Hughes/Interim Assistant Superintendent of Schools  
Matthew Kravitz/Director of Student Services

Giovanna Venditti/Director of Finance & Operations  
Dr. Taylor Wrye/Director of Technology & Information

To: Town Administrators and Town Managers  
From: Brooke A. Clenchy, Superintendent  
Date: March 18, 2024  
Re: Nauset Regional Schools Budget Information

At their meeting on March 7, 2024, the Nauset Regional School Committee voted to approve the FY25 operating budget, debt, and capital budget for the Regional Schools totaling \$37,369,351 and to certify the assessments for each member town. I have attached the Budget Summary Sheets that detail these amounts.

The total operating budget for FY25 is \$39,040,181 (after applying \$1,870,670 of expenses directly to various revolving accounts per DESE). The Net Operating Budget after applying \$9,796,323 of revenue (in addition, \$1,870,670 has been utilized directly from various revolving accounts per DESE) is \$29,243,858 which is an increase of \$1,479,864 representing a 5.33% increase over the FY24 Net Operating budget.

The Budget Summary Sheet also contains the debt service figures for FY25 comprised of principal and interest payment for prior projects for the High School (Green Repair Project) and the Middle School (Roof Project) totaling \$228,813. In addition, the cost of borrowing (interest and principal \$7,801,150) for the High School MSBA project is an estimate at this time pending the bonding for the project in May. Also included is the Reserve for Debt Service to Reduce Debt in the amount of \$505,867 from the premiums received on two Bond Anticipation Notes (BAN's) and the premium on prior bonding \$916 to reduce the debt. Total debt to be funded \$7,523,180 in FY25.

The total assessment to be apportioned based on the Statutory Method (See calculations attached) as voted by the School Committee is \$37,369,351 an increase of \$4,456,041 or a 13.54% increase.

BREWSTER \$17,298,849  
EASTHAM \$ 7,645,890  
ORLEANS \$ 8,234,058  
WELLFLEET \$ 4,190,554

The budget for the annual Capital Repair & Maintenance account is \$602,313 which represents an increase of 2.50% over the FY24 funding. A final copy is attached along with a summary for use in your Town's Warrant if applicable.

BREWSTER \$279,645  
EASTHAM \$122,409  
ORLEANS \$132,652  
WELLFLEET \$ 67,607



Town Administrators and Town Managers  
March 18, 2024  
Page 2

Total Debt net of \$8,029,963 less Reduction for Debt Service to Reduce Debt \$505,867, less Reduction for Bond Premium \$916 is \$7,523,180 and is allocated as follows:

BREWSTER	\$ 3,492,908
EASTHAM	\$ 1,528,943
ORLEANS	\$ 1,656,890
WELLFLEET	\$ 844,439

I have attached the Final approved line item budgets and descriptive materials for review by your respective Board of Selectmen and Finance Committee.

**In summation, the FY24 Final approved operating budget for the Regional Schools totaling \$37,369,351 which is an increase of \$4,456,041 representing a 13.54% increase over the FY24 total budget inclusive of the operating budget, debt, and capital allocated as follows:**

<b>BREWSTER</b>	<b>\$17,298,849</b>
<b>EASTHAM</b>	<b>\$ 7,645,890</b>
<b>ORLEANS</b>	<b>\$ 8,234,058</b>
<b>WELLFLEET</b>	<b>\$ 4,190,554</b>

**FY25 CAPITAL REPAIR & MAINTENANCE PLAN SUMMARY (for warrants as needed)**

The Nauset Regional School District is requesting funds for the annual capital repair and maintenance portion of their budget. Funds are used to implement repairs to the school facilities and grounds and to purchase necessary capital equipment. In FY25 funds will be used as follows:

**Middle School:**

- General repairs
- Painting and trip work
- Roof repairs
- Replace classroom flooring and mold remediation

Town Administrators and Town Managers

March 18, 2024

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**High School:**

General repairs - HVAC

General repairs

Maintenance building

Internet Access Points and applicable licenses (50-60% reimbursable by Fed)

Internet provider relocation fee (50-60% reimbursable by Fed)

New two-way radios

**Central Office:**

No funds are being requested in FY25.

Please let me know if you need any further information.

Sincerely,

*Brooke A. Clenchy*

Brooke A. Clenchy

Superintendent of Schools

Attachments

OPERATING BUDGET  
FY2025

NAUSET REGIONAL SCHOOLS

Ver 2  
3.7.2024  
FINAL  
%

EXPENSE	Revised 5/11/23						Increase Decrease	Increase (Decrease) %
	Certified Budget 2019-20	Certified Budget 2020-2021	Certified Budget 2021-2022	Certified Budget 2022-2023	Certified Budget 2023-2024	Proposed Budget 2024-2025		
MS	8,245,521	8,452,061	8,663,380	8,808,190	9,309,725	9,627,354	317,629	3.41%
HS	11,781,018	11,859,106	12,155,584	12,348,334	12,570,735	13,057,888	487,153	3.88%
OPEB Contribution	400,000	0	0	0	0	0	0	0.00%
Region Only	9,498,049	10,381,124	10,287,050	12,017,123	13,188,828	15,099,957	1,911,129	14.49%
Region's Share of Central Office	1,077,127	1,105,556	1,151,988	1,149,949	1,187,337	1,254,982	67,645	5.70%
<b>Total</b>	<b>31,001,715</b>	<b>31,797,847</b>	<b>32,258,002</b>	<b>34,323,596</b>	<b>36,256,625</b>	<b>39,040,181</b>	<b>2,783,556</b>	<b>7.68%</b>
<b>INCOME</b>								
State Base Aid	3,491,268	3,526,826	3,562,549	3,598,819	3,670,819	3,741,649	70,830	1.93%
Charter School Aid	61,549	58,154	299,244	475,921	500,020	963,343	463,323	92.66%
State Transportation Aid	819,851	819,851	819,851	819,851	744,795	975,663	230,868	31.00%
Truro & Provincetown Tuition	2,344,166	2,118,863	1,880,965	1,987,618	1,974,898	1,802,424	(172,474)	-8.73%
Elem. Ass. Therapists/Technology/Curriculum Dir.	202,429	227,140	260,911	246,853	321,099	420,618	99,519	30.99%
Estimated Receipts	200,000	211,000	106,000	106,000	281,000	1,200,000	919,000	327.05%
Transfer from E&D	590,000	946,760	946,760	1,306,445	1,000,000	692,626	(307,374)	-30.74%
Prior Transfer-In from Revolving Funds***	0	0	0	0	0	0	0	0.00%
	7,709,263	7,908,594	7,876,280	8,541,507	8,492,631	9,796,323	1,303,692	15.35%
<b>Total Operating Budget</b>	<b>23,292,452</b>	<b>23,889,253</b>	<b>24,381,722</b>	<b>25,782,089</b>	<b>27,763,994</b>	<b>29,243,858</b>	<b>1,479,864</b>	<b>5.33%</b>
Construction Debt Service	267,286	256,450	364,659	295,813	4,562,669	8,029,963	3,467,294	75.99%
Reserve for Debt Service to Reduce Debt	0	0	0	0	0	505,867	505,867	100.00%
Transfer from E&D	4,106	1,154	0	2,129	975	916	(59)	-6.05%
SBAB Reimbursement	0	0	0	0	0	0	0	0.00%
<b>DEBT TO BE FUNDED</b>	<b>263,180</b>	<b>255,296</b>	<b>364,659</b>	<b>293,684</b>	<b>4,561,694</b>	<b>7,523,180</b>	<b>3,467,353</b>	<b>64.92%</b>
Capital Plan Projects	532,356	545,665	559,307	573,290	587,622	602,313	14,691	2.50%
<b>TOTAL ASSESSMENT</b>	<b>24,087,988</b>	<b>24,690,214</b>	<b>25,305,688</b>	<b>26,649,063</b>	<b>32,913,310</b>	<b>37,369,351</b>	<b>4,456,041</b>	<b>13.54%</b>

\*\*\*Region Only Budget is presented net after the use of the Revolving Funds to charge operating expenses totaling \$1,870,670 directly to the Revolving Funds.

\*\*\*\*Construction Debt Service for the High School Building Project is an estimate at this time after consultation with our Financial Advisor. Line item consists of interest and principal payment on Bonds (May, 2024). Also included is the annual interest and principal on prior projects for the HS and MS.

**OPERATING EXPENSE BUDGETED FROM REVOLVING FUNDS**

<u>EXPENSE</u>	Certified Budget 2019-2020	Certified Budget 2020-2021	Certified Budget 2021-2022	Certified Budget 2022-2023	Certified Budget 2023-2024	Proposed Budget 2024-2025	Increase/ (Decrease)	% Increase (Decrease)
Circuit Breaker Revolving Fund	764,274	930,600	930,600	1,180,600	1,269,878	925,670	(344,208)	-0.53%
School Choice Revolving Fund	2,128,100	1,556,500	1,276,000	1,233,000	1,008,890	925,000	(83,890)	-27.51%
Cape Cod Tech Revolving Fund	6,000	10,000	10,000	10,000	10,000	10,000	-	0.00%
Firebird Revolving Fund	-	-	-	10,000	10,000	10,000	-	0.00%
MS Building Use Fund	-	-	-	-	-	-	-	0.00%
HS Building Use Fund	-	-	-	-	-	-	-	0.00%
International Student Revolving Fund	-	25,000	-	-	-	-	-	0.00%
<b>Total Expenses Funded With Revolving Funds***</b>	<b>2,898,374</b>	<b>2,522,100</b>	<b>2,216,600</b>	<b>2,433,600</b>	<b>2,298,768</b>	<b>1,870,670</b>	<b>(428,098)</b>	<b>-15.61%</b>

\*\*\*Per DESE starting in FY18 Nauset will budget a portion of expenditures directly out of Revolving Funds instead of appropriations for those revolving funds revenue budgeted as a general fund revenue source (Transfer-In).

\*\*\*\*Region Only Budget is presented net after the use of the Revolving Funds to charge operating expenses totaling \$1,870,670 directly to the Revolving Funds.

**NAUSET REGIONAL SCHOOL DISTRICT**  
**Regional School Assessment-- FY25**  
**Statutory Method**

ver 2  
 3/7/2024  
 FINAL

	% of Students	46.42860%	20.32310%	22.02380%	11.22450%	100.00000%
Member Town		Brewster	Eastham	Orleans	Wellfleet	Total

Budget	\$36,395,487					
Chapter 70	-\$3,741,649					
Minimum Local Requirement (MLC)*	-\$14,218,212	\$6,550,099	\$2,940,861	\$3,135,298	\$1,591,954	\$14,218,212
Other Sources of Income	-\$5,079,011					
Amount above Chapt.70 and MLC	\$13,356,615	\$6,201,289	\$2,714,478	\$2,941,634	\$1,499,214	\$13,356,615

Transportation	\$2,644,694					
Reg. Transp. Income	-\$975,663					
Amount Above Reimb.	\$1,669,031	\$774,908	\$339,199	\$367,584	\$187,340	\$1,669,031

Debt Service & Capital Articles	\$8,632,276					
Reduction for Debt Service to Reduce Debt	-\$505,867					
Reduction for Bond Premium	-\$916					
Amount above Reimb.	\$8,125,493	\$3,772,553	\$1,651,352	\$1,789,542	\$912,046	\$8,125,493

Total Budget	\$47,672,457
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<b>TOTAL ASSESSMENT STATUTORY METHOD</b>	\$17,298,849	\$7,645,890	\$8,234,058	\$4,190,554	\$37,369,351	\$37,369,351
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Chapter 70 Aid						\$3,741,649
Regional Transportation Income						\$975,663
Reduction for Debt Service to Reduce Debt						\$505,867
Bond Premium						\$916
Local Income						\$5,079,011
Budget Income Cross Check						\$47,672,457

\* Per DESE FY25 Preliminary Chapter 70 Aid and Net School Spending Requirements

NAUSET REGIONAL SCHOOL DISTRICT										2/15/2024
FY 2025 BUDGET WORKSHEET										ver 1
										FINAL
<b>Region Only - NHS / NMS</b>		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Transportation Charter School	8715	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Transportation MS RD	8741	\$521,323	\$558,285	\$420,356	\$580,337	\$618,747	\$661,471	\$723,277	\$61,806	9.34%
Transportation MS Early Bus	8742	\$20,921	\$22,835	\$18,268	\$23,737	\$25,297	\$27,056	\$29,583	\$2,527	9.34%
Transportation MS Late Bus	8743	\$12,579	\$13,728	\$10,982	\$14,270	\$15,208	\$16,265	\$17,784	\$1,519	9.34%
Transportation HS RD	8744	\$520,424	\$558,285	\$420,356	\$580,337	\$618,483	\$661,471	\$723,277	\$61,806	9.34%
Transportation HS Late Bus	8745	\$12,051	\$13,200	\$10,546	\$13,721	\$14,623	\$15,639	\$17,100	\$1,461	9.34%
Transportation Fuel Escalation Chgs MS	8754	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Transportation Fuel Escalation Chgs HS	8751	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Transportation - McKinney Vento	8758	\$0	\$18,326	\$16,982	\$18,326	\$19,132	\$18,326	\$19,132	\$806	4.40%
		<b>\$1,087,298</b>	<b>\$1,184,659</b>	<b>\$897,490</b>	<b>\$1,230,728</b>	<b>\$1,311,490</b>	<b>\$1,400,228</b>	<b>\$1,530,153</b>	<b>\$129,925</b>	<b>9.28%</b>
School Choice Tuition	8728	\$296,597	\$314,252	\$348,245	\$360,922	\$450,441	\$442,823	\$442,823	\$0	0.00%
Charter School Tuition	8729	\$1,509,508	\$1,580,895	\$2,150,381	\$2,439,961	\$2,424,080	\$2,511,073	\$3,055,695	\$544,622	21.69%
		<b>\$1,806,105</b>	<b>\$1,895,147</b>	<b>\$2,498,626</b>	<b>\$2,800,883</b>	<b>\$2,874,521</b>	<b>\$2,953,896</b>	<b>\$3,498,518</b>	<b>\$544,622</b>	<b>18.44%</b>
SE Salaries Tutors	8730	\$0	\$500	\$0	\$0	\$1,943	\$0	\$1,943	\$1,943	100.00%
SE Contracted Services Tutors	8731	\$3,150	\$750	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Contracted Svcs Psychological	8732	\$1,320	\$15,660	\$125	\$0	\$0	\$0	\$0	\$0	0.00%
SE Psychological Salaries	8766	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Salaries Speech Therapeutic, OT, PT	8740	\$224,803	\$260,911	\$235,021	\$246,853	\$242,168	\$236,512	\$276,079	\$39,567	16.73%
SE Contracted Services OT/PT	8752	\$0	\$0	\$0	\$0	\$29,156	\$0	\$29,156	\$29,156	100.00%
SE Mentor Stipends	8753	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Contracted Services Psychological	8760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
ELL Teacher Salaries	8761	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$229,273</b>	<b>\$277,821</b>	<b>\$235,146</b>	<b>\$246,853</b>	<b>\$273,267</b>	<b>\$236,512</b>	<b>\$307,178</b>	<b>\$70,666</b>	<b>29.88%</b>
Cafeteria Salaries	8765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

<b>Region Only - NHS / NMS</b>		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
SE Contracted Svcs Transportation	8733	\$136,196	\$283,713	\$197,304	\$490,611	\$268,503	\$357,922	\$756,426	\$398,504	111.34%
SE Contracted Svc Trans Parent Reimburse	8734	\$30,882	\$3,000	\$146,629	\$30,882	\$136,994	\$196,440	\$26,000	(\$170,440)	-86.76%
SE Transportation MS	8746	\$40,720	\$43,519	\$42,019	\$54,299	\$55,436	\$57,243	\$60,232	\$2,989	5.22%
SE Transportation MS Summer	8747	\$0	\$0	\$0	\$0	\$0	\$6,700	\$6,700	\$0	0.00%
SE Transportation HS	8748	\$179,360	\$191,600	\$183,166	\$239,060	\$244,255	\$252,023	\$265,183	\$13,160	5.22%
SE Transportation HS Summer	8749	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Transportation Fuel Escalation Chgs	8755	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$387,158</b>	<b>\$521,832</b>	<b>\$569,118</b>	<b>\$814,852</b>	<b>\$705,188</b>	<b>\$870,328</b>	<b>\$1,114,541</b>	<b>\$244,213</b>	<b>28.06%</b>
SE Tuition Non-Public Schools	8735	\$722,906	\$1,414,580	\$575,725	\$1,609,128	\$386,478	\$1,505,405	\$1,711,413	\$206,008	13.68%
SE Tuition Collaborative	8736	\$454,991	\$596,602	\$550,045	\$615,400	\$676,089	\$949,296	\$692,353	(\$256,943)	-27.07%
SE Itinerant Services	8737	\$0	\$0	\$0	\$0	\$1,903	\$0	\$1,903	\$1,903	100.00%
SE Out of District Tuition	8750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Tuition Out of State	8756	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$1,177,897</b>	<b>\$2,011,182</b>	<b>\$1,125,770</b>	<b>\$2,224,528</b>	<b>\$1,064,470</b>	<b>\$2,454,701</b>	<b>\$2,405,669</b>	<b>(\$49,032)</b>	<b>-2.00%</b>
Salaries Comm/Council Admin. Assist.	8701	\$4,116	\$4,000	\$7,645	\$4,116	\$11,228	\$7,645	\$11,228	\$3,583	46.87%
Supplies Treasurer	8702	\$298	\$1,300	\$402	\$300	\$272	\$402	\$402	\$0	0.00%
Meet/Dues/Subscriptions	8703	\$4,274	\$2,725	\$2,604	\$4,275	\$3,750	\$4,275	\$4,275	\$0	0.00%
Salary Treasurer	8704	\$16,973	\$17,659	\$17,355	\$18,145	\$19,104	\$18,598	\$41,000	\$22,402	120.45%
Annual Fiscal Audit/Actuarial	8705	\$40,683	\$48,050	\$42,284	\$48,050	\$50,942	\$48,050	\$70,300	\$22,250	46.31%
Banking Services	8706	\$16,679	\$4,710	\$1,992	\$16,679	\$13,937	\$16,679	\$16,679	\$0	0.00%
Medicaid Collection Services	8707	\$14,584	\$14,584	\$16,584	\$14,584	\$14,584	\$16,584	\$16,584	\$0	0.00%
Advertising	8708	\$1,000	\$5,000	\$1,505	\$1,000	\$1,579	\$1,505	\$1,579	\$74	4.92%
Legal Services School Committee	8709	\$65,933	\$32,725	\$48,380	\$65,933	\$83,906	\$65,933	\$83,906	\$17,973	27.26%
Legal Settlements	8710	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Superintendent Life Insurance	8738	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Salaries Legal Settlements	8739	\$5,065	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Districtwide Ballot Costs	8775	\$0	\$0	\$0	\$0	\$54,122	\$0	\$0	\$0	0.00%
		<b>\$169,605</b>	<b>\$130,753</b>	<b>\$138,751</b>	<b>\$173,082</b>	<b>\$253,424</b>	<b>\$179,671</b>	<b>\$245,953</b>	<b>\$66,282</b>	<b>36.89%</b>
Clerical Stipend	8763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Salaries Technology Maintenance and Support	8768	\$91,620	\$94,830	\$0	\$95,988	\$95,988	\$151,931	\$170,276	\$18,345	12.07%
		<b>\$91,620</b>	<b>\$94,830</b>	<b>\$0</b>	<b>\$95,988</b>	<b>\$95,988</b>	<b>\$151,931</b>	<b>\$170,276</b>	<b>\$18,345</b>	<b>12.07%</b>



<b>Region Only - NHS / NMS</b>		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Salary Professional Development	8711	\$181	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Substitutes Professional Development	8712	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Contracted Svcs Professional Developmnt	8713	\$0	\$12,500	\$1,485	\$0	\$1,456	\$1,485	\$1,485	\$0	0.00%
Professional Develop Growth Reimb.	8714	\$140,000	\$140,000	\$140,000	\$140,000	\$140,017	\$140,000	\$140,000	\$0	0.00%
Professional Develop Ed Assistants	8771	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
Professional Develop Admin. Assist.	8773	\$0	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	\$0	0.00%
Professional Develop Supplies	8767	\$0	\$500	\$67	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$145,181</b>	<b>\$161,000</b>	<b>\$146,552</b>	<b>\$150,000</b>	<b>\$146,473</b>	<b>\$151,485</b>	<b>\$151,485</b>	<b>\$0</b>	<b>0.00%</b>
County Retirement Assessment	8716	\$972,178	\$828,215	\$818,704	\$872,496	\$859,520	\$948,253	\$932,006	(\$16,247)	-1.71%
FICA NRSD Share	8718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Medicare NRSD Share	8719	\$301,437	\$324,000	\$314,526	\$324,000	\$323,313	\$360,000	\$376,000	\$16,000	4.44%
Employer's Share Health Insurance	8720	\$2,120,850	\$3,483,765	\$1,856,561	\$3,782,764	\$2,471,484	\$3,864,939	\$4,082,249	\$217,310	5.62%
OPEB Contribution	8772	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$0	0.00%
Employer's Share Life Insurance	8721	\$6,851	\$7,500	\$6,849	\$7,500	\$6,987	\$7,500	\$7,500	\$0	0.00%
Worker's Compensation	8722	\$130,929	\$140,536	\$130,009	\$140,536	\$104,141	\$140,536	\$140,536	\$0	0.00%
Unemployment Insurance	8723	\$31,010	\$69,125	\$61,387	\$50,000	\$112,867	\$62,000	\$112,867	\$50,867	82.04%
Building/Contents/Liability/Auto Ins.	8725	\$116,923	\$157,650	\$126,513	\$187,478	\$131,120	\$206,226	\$268,094	\$61,868	30.00%
Officer Bonds	8726	\$1,970	\$2,619	\$2,200	\$2,619	\$1,865	\$2,619	\$2,619	\$0	0.00%
Interscholastic Athletic Insurance	8727	\$10,038	\$12,548	\$11,038	\$12,548	\$11,038	\$12,548	\$12,548	\$0	0.00%
		<b>\$4,142,186</b>	<b>\$5,475,958</b>	<b>\$3,777,787</b>	<b>\$5,829,941</b>	<b>\$4,472,335</b>	<b>\$6,054,621</b>	<b>\$6,384,419</b>	<b>\$329,798</b>	<b>5.45%</b>
Employer's Share Retired Health Ins.	8724	\$735,125	\$747,868	\$764,194	\$756,268	\$852,981	\$880,104	\$1,004,828	\$124,524	14.15%
Section 18 Health Ins. Exp.	8764	\$2,416	\$2,600	\$1,939	\$2,600	\$448	\$2,600	\$500	(\$2,100)	-80.77%
		<b>\$737,541</b>	<b>\$750,468</b>	<b>\$766,133</b>	<b>\$758,868</b>	<b>\$853,429</b>	<b>\$882,704</b>	<b>\$1,005,128</b>	<b>\$122,424</b>	<b>13.87%</b>
Region Facilities Director Salary	8774	\$0	\$0	\$0	\$125,000	\$95,612	\$120,000	\$125,000	\$5,000	4.17%
Architectural/Engineering Design Services	8770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$95,612</b>	<b>\$120,000</b>	<b>\$125,000</b>	<b>\$5,000</b>	<b>4.17%</b>
Salary Elementary Curriculum Director	8776	\$0	\$0	\$0	\$0	\$0	\$31,519	\$32,307	\$788	2.50%
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,519</b>	<b>\$32,307</b>	<b>\$788</b>	<b>2.50%</b>
<b>GRAND TOTAL</b>		<b>\$9,973,864</b>	<b>\$12,503,650</b>	<b>\$10,155,373</b>	<b>\$14,450,723</b>	<b>\$12,146,197</b>	<b>\$15,487,596</b>	<b>\$16,970,627</b>	<b>\$1,483,031</b>	<b>9.58%</b>
Operations		\$5,286,133	\$6,613,009	\$4,829,223	\$7,132,879	\$5,917,261	\$7,571,931	\$8,114,568	\$542,637	7.17%
SPED		\$1,794,328	\$2,810,835	\$1,930,034	\$3,286,233	\$2,042,925	\$3,561,541	\$3,827,388	\$265,848	7.46%
Trans		\$1,087,298	\$1,184,659	\$897,490	\$1,230,728	\$1,311,490	\$1,400,228	\$1,530,153	\$129,925	9.28%
Choice/Charter		\$1,806,105	\$1,895,147	\$2,498,626	\$2,800,883	\$2,874,521	\$2,953,896	\$3,498,518	\$544,622	18.44%
		<b>\$9,973,864</b>	<b>\$12,503,650</b>	<b>\$10,155,373</b>	<b>\$14,450,723</b>	<b>\$12,146,197</b>	<b>\$15,487,596</b>	<b>\$16,970,627</b>	<b>\$1,483,031</b>	<b>9.58%</b>





**Region Only – NHS/NMS Office FY2025 Budget**  
**Line Item Descriptions & Justification**

**February 15, 2024**  
**Ver 1**  
**FINAL**

**8741 Transportation MS RD**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. The FY25 budgeted amount reflects an increase of \$61,806, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8742 Transportation MS Early Bus**

Transportation MS Early route. The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's transportation needs. The FY25 budgeted amount reflects an increase of \$2,527, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8743 Transportation MS Late Bus**

Transportation MS Late route. This represents two buses (200 runs) for this service at the Middle School for FY25. The FY25 budgeted amount reflects an increase of \$1,519, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8744 Transportation HS RD**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. The FY25 budgeted amount reflects an increase of \$61,806, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8745 Transportation HS Late Bus**

Transportation HS Late route is for 104 days. This represents two buses (208 runs) for this service at the High School. The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. The FY25 budgeted amount reflects an increase of \$1,461, representing an increase of 9.34%. Rates were increased due to an increase in additional hours for drivers and various cost increases.

**8754 Transportation Fuel Escalation Charges HS**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. This line item is not applicable for FY25 and no funding is being requested for this line item for FY25.

**8751 Transportation Fuel Escalation Charges MS**

The District will be entering into year two of a five year contract with the Cape Cod Collaborative for the District's regular day transportation needs. This line item is not applicable for FY25 and no funding is being requested for this line item for FY25.

**8758 Transportation-McKinney Vento**

Represents costs to transport homeless students to other schools. This line item for FY25 is based on the actual amount spent in FY23. An increase of \$806 and an increase of 4.40%.

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**8728 School Choice Tuition**

Reviewed the actual costs for two, three, four year average and the actual costs for FY24 and projected based on the actual costs for School Choice Tuition paid by the District. FY25 costs represents 59 students. Line item is level funded for FY25.

**8729 Charter School Tuition**

Reviewed the current enrollment (117), three and four year averages for the Lighthouse Charter and Sturgis Charter Schools. Three year average for Lighthouse Charter is 79 and three year average for Sturgis Charter is 26. FY25 projected per pupil costs are as follows: Lighthouse Charter \$24,894; Sturgis Charter \$30,427. This reflects an increase of \$544,622 or a 21.69% percentage increase for FY25.

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**8730 SE Salaries Tutors**

Provides short-term tutoring services for students in out-of-district programs. The funding being requested in FY25 is based on actual amounts spent in FY23.

**8731 SE Contracted Services Tutors**

Provides tutoring services for special needs students. No funding is being requested in FY25 based on actual amounts spent in prior years.

**8732 SE Contracted Services Psychological**

Provides for outside psychological consulting services for special needs students for assessment. No funding is being requested in FY25 based on actual amounts spent in prior years.

**8766 SE Psychological Salaries**

Provides for the salary for psychological professional staff services for special needs students for assessment. No funding is being requested in FY25 based on actual amounts spent in prior years.

**8740 SE Salaries Speech Therapeutic, OT, PT**

Represents the Elementary portion of Speech Therapeutic, OT & PT services which are billed to the five elementary schools. Amounts are based on a three year averaging of actual hours spent in each building. The High School and Middle School portion is reflected in their respective operating budget. This reflects an increase of \$39,567 or a 16.73% percentage increase for FY25.

**8752 SE Contracted Services Speech Therapeutic, OT, PT**

Represents the Region costs for outside services required for students for Speech Therapeutic, OT & PT services. This reflects an increase of \$29,156 or a 100% increase for FY25 based on student need.

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**8733 SE Contracted Services Transportation**

Represents contracted services for Out-of-District Collaborative placements of special needs students' transportation through the Cape Cod Collaborative. Amount funded based on student needs and increased by \$398,504 or an increase of 111.34% based on current FY24 student needs and FY25 projected student needs.

**8734 SE Contracted Services Trans Parent Reimburse**

Represents amounts paid to parents for transportation reimbursement. Line item is decreased by \$170,440 for FY25 and is based on the number of students being transported by parents. Line item reflects a decrease of 86.76% for FY25.

**8746 SE Transportation MS**

This amount represents amounts for Middle School Special Needs transportation costs for in District transportation expenses. The projected increase of \$2,989 or a 5.22% increase as provided by the Cape Cod Collaborative. The District is charged per actual mileage as opposed to per bus per day fee. This line item is based on the student need for this service.

**8747 SE Transportation MS Summer**

This amount represents amounts for Middle School Special Needs transportation costs for in District transportation expenses for Summer Programming based on student needs. The projected cost for FY25 is level funded.

**8748 SE Transportation HS**

This amount represents amounts for High School Special Needs transportation costs for in District transportation expenses. The projected increase of \$13,160 or a 5.22% increase as provided by the Cape Cod Collaborative. Included in this expense are costs for field trips, and transportation costs for the various programs inclusive of the following: Best Buddies Program, Life Skills Program, After School Program and Breakfast Café Program. The District is charged per actual mileage as opposed to per bus per day fee. This line item is based on the student need for this service.

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**8735 SE Tuition Non-Public Schools**

Tuition paid for Special Needs tuition to non-public schools for out-of-district residential/day placements for students with special needs which cannot be serviced in the District. This line item reflects an increase of \$206,008 or an increase of 13.68% for FY25 compared to costs for FY24. This is based on current student enrollment and projected enrollment for FY25.

**8736 SE Tuition Collaborative**

Tuition paid for Special Needs tuition to the Cape Cod Collaborative placements for students with special needs which cannot be serviced in the District. This line item reflects a decrease of \$256,943 or a decrease of 27.07% for FY25 compared to costs for FY24. This is based on the current student enrollment and projected enrollment for FY25.

**8737 SE Itinerant Services**

Services provided to special education students based on their IEP where the student resides within the four member towns. Line item is based on actual expenses incurred in FY23.

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**8701 Salaries Committee/Council Administrative Assistant**

Compensation for the recording secretary to cover various meetings. Amount is contractual and is increased by \$3,583 based on actual amounts spent in FY23 due to an increase in hours worked or an increase of 46.87% for FY25.

**8702 Supplies Treasurer**

Line item covers costs for supplies for our Treasurer. Line item is level funded for FY25.

**8703 Meet/Dues/Subscriptions**

Funds for meetings, dues and subscriptions. Line item for FY25 is level funded.

**8704 Salary Treasurer**

Line item covers the salary for the District's Treasurer. Amount is contractual and increased \$22,402 or a 120.45% increase for FY25 is based on the number of hours worked per contract language.

**8705 Annual Fiscal Audit/Actuarial**

Amounts expended for auditing services. Amounts reviewed for last year and current year costs and the level of services to be provided in FY25. Line item is increased by \$22,250 or an increase of 46.31% for FY25.

**8706 Banking Services**

Anticipated costs for banking services for FY25 is level funded for FY25.

**8707 Medicaid Collection Services**

Amounts paid to a third party vendor to submit applicable paperwork for Medicaid reimbursements on behalf of the District and the four member Towns. Line item is level funded in FY25 is based on the amount collected from Medicaid by the vendor on the District's behalf.

**8708 Advertising**

Line item funds costs for advertisement for the District. Amount is increased by \$74 or an increase of 4.92% based on the actual amounts spent in FY23.

**8709 Legal Services School Committee**

Amount is funded for FY25 based on the actual expenditures in FY23. Line item amount is increased by \$17,973 for FY25 representing an increase of 27.26%.

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**8768 Tech Technician Salary**

This line item funds part of the salary for the Chief Network Officer (previously this was the technology support staff person who maintained the technology infrastructure of the High School campus, Middle School campus and Central Office). Additional funding is through Central Office budget (\$19,012). Also included is the salary for Technology Technician who supports the five elementary schools. This amount is billed to the five elementary schools annually. FY25 is based on individual contracts. The Technology Department was reconfigured in FY23 and again in FY24. Line item is increased \$18,345 for FY25 an increase of 12.07% due to changes in contract language and an increase in duties due to the reconfiguration of the Technology Department.

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**8711 Salary Professional Development**

Line item funds the salary for any professional development. Reviewed the prior year actual costs. No funding is requested in FY25.

**8712 Substitutes Professional Development**

Line item funds professional development costs for substitutes. Reviewed prior year actual costs. No funding is requested in FY25.

**8713 Contracted Services Professional Development**

Line item funds professional development costs. Reviewed prior year actual costs. Line item is level funded in FY25.

**8714 Professional Development Growth Reimbursement**

Line item level funded for FY25 from previous year per contract language.

**8771 Professional Development Ed Assistants**

Line item level funded for FY25 from previous year per contract language.

**8773 Professional Development Administrative Assistants**

Line item level funded for FY25 from previous year per contract language

**8767 Professional Development Supplies**

Line item covers professional development supplies. No funds are requested for FY25.

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**8716 County Retirement Assessment**

Amount is based on FY24 appropriation information provided by the Barnstable County Retirement Association. Amount represents full payment of the District's portion of the retirement expense on July 1, 2024. Savings of \$15,677 will be realized by paying in one payment versus two payments. Previous year's budget amount reflected one payment. FY25 amount reflects a decrease of \$16,247 of expenses, reflecting a decrease of 1.71%.

**8719 Medicare NRSD Share**

Amount is based on the projected FY25 salaries and is the employer's portion of the Medicare costs at a rate of 1.45%. Amount is increased \$16,000 for FY25 representing a 4.44% increase.

**8720 Employer's Share Health Insurance**

This represents the Employer's portion of health insurance costs. This amount reflects an increase of An 8% in premium. FY25 amount reflects an increase of \$217,310 or a 5.62% increase. The premium is for the following plans: Blue Card Elect Preferred PPO, Network Blue NE HMO, Harvard Pilgrim PPO, Harvard Pilgrim HMO; the HSA-Qualified High Deductible Health Plans for the following plans: Blue Care Elect Preferred PPO (PPO Saver), Network Blue NE HMO (HMO Saver), Harvard Pilgrim HSAQ PPO and Harvard Pilgrim HSAQ HMO based on the final published rates by the Cape Cod Municipal Health Group. The District participates in the Cape Cod Municipal Health Group. (Employer's portion is 70%). Prior budgeting practices included the retirees' portion in this line item as well. Line item reflects an increase of two plans from FY24. Retirees' portion is separated and included in line item budget #8724 Employer's Share Retired Health Insurance.

**8772 OPEB Contribution**

Line item funds the District's OPEB contribution. Previously, this was based on 1% of the budgetary costs of the following budget line items: #8720 Employer's Share of Health Insurance; #8724 Employer's Share of Retired Health Insurance; and #8764 Section 18 Health Insurance Expense. Per the vote of the School Committee, this line item was increased to \$450,000 beginning in FY21. Line item is level funded in FY25.

**8721 Employer's Share of Life Insurance**

Line item funds the employer's share of the employees' life insurance. Line item is level funded from previous year for FY25.

**8722 Worker's Compensation Insurance**

Line item funds the workers' compensation insurance premiums for Region's employees for work-related injuries. Line item is level funded for FY25.

**8723 Unemployment Insurance**

Line item has been increased for FY25 based on the actual expenses incurred for FY23. Line item is increased by \$50,867 or a 82.04% increase in FY25. Amount may fluctuate based on the number of employees who file for and receive unemployment insurance benefits.

**8725 Buildings contents/liability/auto insurance**

The District increased the deductible in FY14 and again in FY20 realizing additional savings in premium costs. Amount is increased by \$61,868 or an increase of 30% for FY25 based on our recent claim history and the High School building project after consulting with our MIIA Insurance Representative. This increase in premium is due to the increase in the value of the District properties per MIIA requirements and the High School building project values.

**8726 Officer Bonds**

This line item covers the Treasurer and two School Committee Members. Amount is level funded for FY25.

**8727 Interscholastic Athletic Insurance**

Line item is level funded for FY25.

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**8724 Employer's Share Retired Health Ins.**

This line item represents the Employer's share of retirees' health insurance costs. Amount reflects an increase of \$124,524 or an increase of 14.15% based on an increase in the number of retirees (14) and an increase in the overall costs for retirees reflecting the final published rates by the Cape Cod Municipal Health Group. The District participates in the Cape Cod Municipal Health Group.

**8764 Section 18 Health Ins. Expense.**

This line item represents the penalty assessed to the District. Amount is an actual amount based on the number of retirees who did not elect Medicare upon attaining the age 65. Line item is reduced by \$2,100 or a decrease of 80.77% in FY25 based on the number of retirees remaining.

**8774 Region Facilities Director Salary**

This line item funds the contractual salary for the Region Facilities Director to oversee the MSBA High School renovation project, and the Middle School and Central Office buildings. Line item reflects an increase of \$5,000 for FY25 per contract language.

**8770 Architectural/Engineering Design Services**

This line item assists the Finance Office with the various interior and exterior repair/renovation capital projects such as window replacements, classroom modifications, handicap accessibility, science lab upgrades, elevators, roof replacements, brick restorations, HVAC modifications, etc., required for the Nauset Regional School District buildings.

Proposed work is inclusive of investigating problematic areas in site infrastructure, architectural, structural and building systems as well as recommendations of detailed repairs and the development of cost estimates for such repairs for the Nauset Regional School District. Assignments may include documenting existing conditions, investigating the nature and diversity of the problems and proposing alternate methods of repair for resolution of the problems. Detailed projects would be inclusive of the development of recommended solutions which may include pre-schematic design and outline specification with cost estimates and/or prepare construction documents and administer the construction contract for the solution. This architectural/engineering design services would inspect



each of the locations to determine the specific work required and provide the Nauset Regional School District with a report prior to the preparation of design and bid plans for construction.

No funding is being requested for FY25 for this budget line item.

**8776 Salary Elementary Curriculum Director**

This line item is new in FY25 and funds the salary for the Elementary Director of Curriculum, Instruction and Assessment. Total salary in FY25 is \$32,307. Line item will be billed to the five elementary schools. Previously, this position was funded in the Central Office Operating Budget.



**NAUSET REGIONAL SCHOOL DISTRICT  
FY 2025 BUDGET WORKSHEET**

<i>Region Shared - Central Office</i>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Salaries Custodians	8869	\$11,755	\$10,658	\$12,150	\$9,167	\$13,494	\$9,478	\$14,435	\$14,862	\$427	2.96%
		<b>\$11,755</b>	<b>\$10,658</b>	<b>\$12,150</b>	<b>\$9,167</b>	<b>\$13,494</b>	<b>\$9,478</b>	<b>\$14,435</b>	<b>\$14,862</b>	<b>\$427</b>	<b>2.96%</b>
Salary Nurse Leader	8874	\$5,151	\$5,360	\$5,385	\$0	\$128,125	\$0	\$131,328	\$131,328	\$0	0.00%
Professional Development Nurse Leader	8883	\$0	\$0	\$0	\$300	\$0	\$980	\$500	\$1,000	\$500	100.00%
Substitute Nurse Training	8884	\$0	\$375	\$0	\$150	\$1,000	\$0	\$1,000	\$1,000	\$0	0.00%
		<b>\$5,151</b>	<b>\$5,735</b>	<b>\$5,385</b>	<b>\$450</b>	<b>\$129,125</b>	<b>\$980</b>	<b>\$132,828</b>	<b>\$133,328</b>	<b>\$500</b>	<b>0.38%</b>
Salary Dir of Fin & Optns	8817	\$151,488	\$155,183	\$151,488	\$140,190	\$174,250	\$178,278	\$178,606	\$178,606	\$0	0.00%
Salary Business Office Staff	8819	\$319,425	\$341,017	\$347,166	\$366,462	\$372,009	\$391,893	\$414,885	\$414,885	\$0	0.00%
Substitute Staffing Business Office	8821	\$0	\$0	\$0	\$0	\$0	\$552	\$0	\$0	\$0	0.00%
General Contracted Svcs Business	8822	\$15,525	\$2,542	\$15,525	\$3,572	\$15,525	\$11,723	\$15,525	\$15,525	\$0	0.00%
Postage	8823	\$5,000	\$7,160	\$5,000	\$242	\$5,000	\$4,227	\$5,000	\$5,000	\$0	0.00%
Office Supplies Business	8824	\$12,842	\$13,902	\$12,842	\$12,892	\$13,902	\$8,349	\$13,902	\$13,902	\$0	0.00%
Office Equipment Business	8825	\$5,600	\$5,956	\$7,100	\$5,784	\$7,100	\$3,138	\$7,100	\$7,100	\$0	0.00%
Travel Business Manager	8826	\$1,200	\$82	\$462	\$44	\$462	\$390	\$462	\$462	\$0	0.00%
Meet/Dues/Subscriptions Business	8827	\$3,550	\$4,135	\$3,700	\$4,251	\$4,135	\$2,866	\$4,251	\$4,251	\$0	0.00%
Professional Development Business	8828	\$1,700	\$400	\$1,700	\$2,953	\$1,700	\$3,424	\$2,975	\$3,424	\$449	15.09%
Professional Dvlp Business Office	8829	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$516,330</b>	<b>\$530,377</b>	<b>\$544,983</b>	<b>\$536,390</b>	<b>\$594,083</b>	<b>\$604,840</b>	<b>\$642,706</b>	<b>\$643,155</b>	<b>\$449</b>	<b>0.07%</b>
Salary Director of Student Services	8858	\$154,721	\$140,000	\$142,800	\$133,000	\$151,700	\$136,700	\$155,493	\$150,000	-\$5,493	-3.53%
Salary Admin. Assistant to Director Student Services	8860	\$72,872	\$53,784	\$56,591	\$58,006	\$80,000	\$73,379	\$73,800	\$60,000	-\$13,800	-18.70%
Office Supplies Dir of Student Services	8862	\$500	\$500	\$500	\$348	\$500	\$138	\$500	\$500	\$0	0.00%
Meet/Dues/Pub Dir Student Services	8864	\$1,050	\$1,200	\$1,050	\$0	\$1,200	\$56	\$1,200	\$1,200	\$0	0.00%
		<b>\$229,143</b>	<b>\$195,484</b>	<b>\$200,941</b>	<b>\$191,354</b>	<b>\$233,400</b>	<b>\$210,273</b>	<b>\$230,993</b>	<b>\$211,700</b>	<b>-\$19,293</b>	<b>-8.35%</b>

NAUSET REGIONAL SCHOOL DISTRICT FY 2025 BUDGET WORKSHEET										2/15/2024 ver 3 FINAL	
<i>Region Shared - Central Office</i>											
		Budget 2020-2021	Actual 2020-2021	Budget 2021-2022	Actual 2021-2022	Budget 2022-2023	Actual 2022-2023	Budget 2023-2024	Proposed 2024-2025	Dollar Increase	% Increase
Salary Dir & Admin. Assistant to Human Resources	8830	\$126,562	\$130,532	\$135,959	\$172,400	\$166,909	\$206,094	\$210,125	\$210,125	\$0	0.00%
Consulting Human Resources	8832	\$0	\$0	\$0	\$0	\$0	\$3,650	\$0	\$3,650	\$3,650	100.00%
Meet/Dues/Subscriptions Human Resources	8833	\$350	\$90	\$450	\$288	\$450	\$565	\$450	\$565	\$115	25.56%
Contracted Services Legal	8834	\$9,000	\$6,392	\$9,000	\$16,520	\$9,000	\$7,696	\$16,520	\$16,520	\$0	0.00%
Professional Dev Human Resources	8873	\$0	\$0	\$100	\$1,406	\$100	\$0	\$1,406	\$1,406	\$0	0.00%
Advertising Human Resources	8875	\$2,700	\$3,150	\$3,000	\$1,475	\$3,150	\$461	\$3,743	\$4,743	\$1,000	26.72%
		<b>\$138,612</b>	<b>\$140,164</b>	<b>\$148,609</b>	<b>\$192,089</b>	<b>\$179,609</b>	<b>\$218,466</b>	<b>\$232,244</b>	<b>\$237,009</b>	<b>\$4,765</b>	<b>2.05%</b>
Salary Director of Technology	8836	\$109,723	\$125,426	\$134,640	\$140,000	\$125,000	\$82,538	\$105,575	\$145,000	\$39,425	37.34%
Salary Chief Network Officer	8865	\$0	\$0	\$0	\$0	\$0	\$0	\$19,012	\$19,012	\$0	0.00%
Salary Infrastructure Maintenance	8867	\$66,234	\$87,203	\$113,118	\$119,855	\$129,480	\$136,880	\$0	\$0	\$0	0.00%
Salary Chief Technology Officer	8886	\$0	\$0	\$0	\$0	\$0	\$0	\$117,875	\$0	-\$117,875	-100.00%
Contracted Svcs Technology	8838	\$45,154	\$42,773	\$49,745	\$52,230	\$51,237	\$56,948	\$98,390	\$83,585	-\$14,805	-15.05%
Computer Supplies	8840	\$1,500	\$422	\$1,500	\$0	\$1,500	\$607	\$1,500	\$1,500	\$0	0.00%
Computer Software	8841	\$1,500	\$0	\$1,500	\$180	\$1,500	\$1,212	\$1,500	\$1,500	\$0	0.00%
Computer Hardware	8842	\$2,500	\$6,688	\$2,500	\$3,673	\$6,688	\$5,686	\$31,788	\$5,000	-\$26,788	-84.27%
Other Technology Expense	8843	\$2,000	\$440	\$2,000	\$2,780	\$2,000	\$3,392	\$3,000	\$3,000	\$0	0.00%
Professional Development Technology	8845	\$1,000	\$0	\$1,000	\$348	\$1,000	\$765	\$1,500	\$1,500	\$0	0.00%
Other District-Wide Supplies	8887	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$0	0.00%
District-Wide Tech Infrastructure Maint. Contr. Sv.	8888	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400	\$5,400	\$0	0.00%
		<b>\$229,611</b>	<b>\$262,952</b>	<b>\$306,003</b>	<b>\$319,066</b>	<b>\$318,405</b>	<b>\$288,028</b>	<b>\$390,540</b>	<b>\$270,497</b>	<b>-\$120,043</b>	<b>-30.74%</b>
ELL Coordinator	8866	\$0	\$5,551	\$5,386	\$0	\$5,386	\$0	\$0	\$5,386	\$5,386	100.00%
		<b>\$0</b>	<b>\$5,551</b>	<b>\$5,386</b>	<b>\$0</b>	<b>\$5,386</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,386</b>	<b>\$5,386</b>	<b>100.00%</b>
Salary Food Services Director	8879	\$84,521	\$84,934	\$86,833	\$82,040	\$105,044	\$0	\$107,670	\$107,670	\$0	0.00%
Salary Food Services Bookkeeper	8882	\$51,578	\$50,880	\$53,625	\$54,190	\$57,414	\$7,853	\$60,374	\$60,374	\$0	0.00%
Travel Food Services Director	8880	\$200	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$136,297</b>	<b>\$135,814</b>	<b>\$140,458</b>	<b>\$116,230</b>	<b>\$162,458</b>	<b>\$7,853</b>	<b>\$168,044</b>	<b>\$168,044</b>	<b>\$0</b>	<b>0.00%</b>

**NAUSET REGIONAL SCHOOL DISTRICT  
 FY 2025 BUDGET WORKSHEET**

<i>Region Shared - Central Office</i>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Supplies Maintenance	8850	\$1,500	\$4,548	\$1,721	\$3,686	\$4,548	\$2,457	\$4,548	\$4,548	\$0	0.00%
Natural Gas	8851	\$2,800	\$1,378	\$2,800	\$1,816	\$2,800	\$2,054	\$4,200	\$4,200	\$0	0.00%
Electricity	8852	\$11,287	\$7,700	\$11,287	\$6,703	\$11,287	\$7,374	\$16,931	\$16,931	\$0	0.00%
Telephone	8853	\$4,800	\$3,192	\$4,800	\$3,216	\$4,800	\$3,456	\$4,800	\$4,800	\$0	0.00%
Water	8854	\$1,056	\$600	\$1,056	\$408	\$1,056	\$556	\$1,056	\$1,056	\$0	0.00%
Contracted Svcs General Maintenance	8855	\$2,500	\$14,894	\$2,473	\$2,433	\$2,473	\$6,385	\$3,569	\$6,385	\$2,816	78.90%
Contracted Svcs Security	8856	\$1,575	\$1,500	\$2,952	\$1,830	\$2,952	\$1,745	\$2,952	\$2,952	\$0	0.00%
Contracted Svcs Extraordinary Maint.	8857	\$1,250	\$0	\$1,937	\$0	\$1,937	\$1,212	\$1,937	\$1,937	\$0	0.00%
		<b>\$26,768</b>	<b>\$33,812</b>	<b>\$29,028</b>	<b>\$20,092</b>	<b>\$31,853</b>	<b>\$25,239</b>	<b>\$39,993</b>	<b>\$42,809</b>	<b>\$2,816</b>	<b>7.04%</b>
Joint Comte Secretary Salary	8801	\$700	\$934	\$700	\$0	\$700	\$0	\$700	\$700	\$0	0.00%
Membership and Consultants	8802	\$14,398	\$11,547	\$14,398	\$12,917	\$14,398	\$20,048	\$19,488	\$25,937	\$6,449	33.09%
		<b>\$15,098</b>	<b>\$12,481</b>	<b>\$15,098</b>	<b>\$12,917</b>	<b>\$15,098</b>	<b>\$20,048</b>	<b>\$20,188</b>	<b>\$26,637</b>	<b>\$6,449</b>	<b>31.94%</b>
<b>RESERVE FOR NEGOTIATION</b>	<b>VARIOUS</b>								<b>\$116,576</b>		

NAUSET REGIONAL SCHOOL DISTRICT FY 2025 BUDGET WORKSHEET										2/15/2024 ver 3 FINAL	
<i>Region Shared - Central Office</i>											
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
		<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
<b>SUB TOTAL REGION SHARED - CENTRAL OFFICE</b>		<b>\$1,817,455</b>	<b>\$1,815,855</b>	<b>\$1,862,854</b>	<b>\$1,861,158</b>	<b>\$2,170,897</b>	<b>\$1,876,140</b>	<b>\$2,481,339</b>	<b>\$2,458,546</b>	<b>-\$22,793</b>	<b>-0.92%</b>
Use of Title I Funds	8812	\$0	\$0	\$0	\$0	\$ (12,270)	\$ -	\$0	\$0		
Use of Title I Funds	8813	\$0	\$0	\$0	\$0	\$0	\$0	\$ (82,000)	\$ (51,053)		
Use of Title I Funds	8811	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ (30,947)		
Use of Title IV Funds	8866	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ (5,388)		
Move to Region Only Bill to Elementary Schools	8812	\$0	\$0	\$0	\$0	\$0	\$0	\$ (31,519)	\$ (32,307)		
Use of ESSER II & ESSER III Funds	8874	\$0	\$0	\$0	\$0	\$ (128,125)	\$0	\$ (131,328)	\$0		
Move to Region and Elementary Schools Budgets	8874	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Use of ESSER II & ESSER III Funds	8817	\$0	\$0	\$0	\$0	\$ (29,810)	\$0	\$0	\$0		
Use of ESSER II & ESSER III Funds	8819	\$0	\$0	\$0	\$0	\$ (23,511)	\$0	\$0	\$0		
Use of ESSER II & ESSER III Funds	8836	\$0	\$0	\$0	\$0	\$0	\$0	\$ (105,575)	\$0		
Use of IDEA Funds	8858	\$0	\$0	\$0	\$0	\$ (10,000)	\$0	\$ (15,000)	\$ (30,000)		
Use of Title I Funds	8860	\$0	\$0	\$0	\$0	\$ (13,409)	\$0	\$0	\$0		
Use of IDEA Funds	8860	\$0	\$0	\$0	\$0	\$ (5,000)	\$0	\$0	\$0		
Use of ESSER II & ESSER III Funds	8866	\$0	\$0	\$0	\$0	\$ (5,386)	\$0	\$0	\$0		
Use of FY25 Rural School Aid	various	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ (50,000)		
Use of Cape Cod Tech Revolving Funds	8879	\$0	\$0	\$0	\$0	\$ (27,721)	\$0	\$ (27,721)	\$ (28,414)		
Move to Region and Elementary Schools Cafeterias	8879	\$0	\$0	\$0	\$0	\$0	\$0	\$ (79,949)	\$ (81,948)		
Move to Region and Elementary Schools Cafeterias	8882	\$0	\$0	\$0	\$0	\$0	\$0	\$ (48,299)	\$ (49,506)		
Use of Summer Feeding Revolving Funds	8879	\$0	\$0	\$0	\$0	\$ (12,721)	\$0	\$0	\$0		
<b>FY25 TOTAL REGION SHARED - CENTRAL OFFICE</b>		<b>\$1,817,455</b>	<b>\$1,815,855</b>	<b>\$1,862,854</b>	<b>\$1,861,158</b>	<b>\$1,902,944</b>	<b>\$1,876,140</b>	<b>\$1,959,948</b>	<b>\$2,098,985</b>	<b>\$139,037</b>	<b>7.09%</b>

**NAUSET REGIONAL SCHOOL DISTRICT  
FY 2025 BUDGET WORKSHEET**

**Region Shared - Central Office**

2/15/2024

ver 3

FINAL

**CENTRAL OFFICE COSTS ALLOCATIONS**

COMPARISON 2025 vs 2024 vs 2023 vs 2022 vs 2021 vs 2020 vs  
2019 vs 2018 vs 2017 vs 2016 vs 2015 vs 2014 vs 2013

			REGION	STONY	EDDY	EASTHAM	ORLEANS	WELLFLEET			
FY25			59.79%	10.39%	10.39%	8.39%	6.73%	4.31%			100%
FY24			60.59%	9.85%	9.85%	8.68%	6.59%	4.45%			100%
FY23			60.43%	9.55%	9.55%	8.39%	7.17%	4.91%			100%
FY22			61.84%	9.00%	9.00%	8.30%	7.41%	4.45%			100%
FY21			60.83%	9.49%	9.49%	7.82%	8.02%	4.35%			100%
FY20			60.75%	9.68%	9.68%	6.86%	8.74%	4.29%			100%
FY19			59.79%	9.72%	9.72%	7.00%	9.03%	4.74%			100%
FY18			59.53%	9.92%	9.92%	7.29%	8.69%	4.65%			100%
FY17			60.40%	9.80%	9.80%	7.00%	8.44%	4.56%			100%
FY16			60.42%	9.51%	9.51%	7.20%	8.63%	4.73%			100%
FY 15			60.94%	9.12%	9.12%	8.08%	8.00%	4.74%			100%
FY 14			60.19%	9.07%	9.06%	7.91%	8.37%	5.40%			100%
FY 13			57.43%	10.03%	10.04%	9.13%	8.29%	5.07%			100%
Increase (Decrease) FY24 TO FY25			-0.80%	0.54%	0.54%	-0.29%	0.14%	-0.14%			
<b>CENTRAL OFFICE COSTS ALLOCATIONS</b>			<b>REGION</b>	<b>STONY</b>	<b>EDDY</b>	<b>EASTHAM</b>	<b>ORLEANS</b>	<b>WELLFLEET</b>			<b>100%</b>
CO SALARIES	\$1,815,734	1,815,734	59.79%	10.39%	10.39%	8.39%	6.73%	4.31%			
OTHER CENTRAL OFFICE EXPENSES	\$283,251	283,251	1085,627	188,655	188,655	152,340	122,199	78,258			1,815,734
<b>TOTAL FY25 CENTAL OFFICE COSTS ALLOCATIONS</b>	<b>\$2,098,985</b>	<b>\$ 2,098,985</b>	<b>\$ 1,254,982</b>	<b>\$ 218,085</b>	<b>\$ 218,085</b>	<b>\$ 176,105</b>	<b>\$ 141,262</b>	<b>\$ 90,466</b>			<b>\$ 2,098,985</b>
<b>TOTAL FY24 CENTRAL OFFICE COSTS ALLOCATIONS</b>	<b>\$ 1,959,948</b>	<b>\$ 1,959,948</b>	<b>\$ 1,187,337</b>	<b>\$ 193,055</b>	<b>\$ 193,055</b>	<b>\$ 170,123</b>	<b>\$ 129,161</b>	<b>\$ 87,217</b>			<b>1,959,948</b>
<b>INCREASE (DECREASE) FROM FY24 TO FY25</b>	<b>\$ 139,037</b>	<b>\$ 139,037</b>	<b>\$ 67,645</b>	<b>\$ 25,030</b>	<b>\$ 25,030</b>	<b>\$ 5,982</b>	<b>\$ 12,101</b>	<b>\$ 3,249</b>	<b>\$ -</b>		<b>\$ 139,037</b>

**Central Office FY2025 Budget**  
**Line Item Descriptions & Justification**

2/15/2024  
Ver 2  
FINAL

**8803 Salary Superintendent**

This line item funds the negotiated contract salary for the Superintendent. Line item is level funded for FY25 pending contract negotiations.

**8805 Salary Administrative Assistant to the Superintendent**

This line item funds the Administrative Assistant to the Superintendent. Line item is level funded for FY25 pending contract negotiations.

**8807 Contracted Services Consulting Superintendent**

Line item provides funds for expert advice and consultation related to operations for the Superintendent. No funds are requested in this line item for FY25

**8885 Contracted Professional Services Superintendent**

Line item provides funds for expert advice and consultation related to operations for the Superintendent. Line item is level funded for FY25.

**8808 Meeting Expense / Dues / Subscriptions Superintendent**

Membership in the MASS, AASA, & ASCD and subscription to the Education Week newspaper. Costs for coffee / refreshments meetings are paid from this account. Budget line item is level funded for FY25.

**8809 Travel Superintendent**

This line item in FY25 funds any repairs and maintenance required for the Central Office vehicle used for on and off Cape travel by the Superintendent and District staff. Budget line item is level funded in FY25.

**8810 Professional Development Superintendent**

Funds for three conferences: AASA (National), MASS (Mashpee), MASC (Hyannis). Budget line item is level funded in FY25.

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**8811 Salary Assistant Superintendent**

This line item funds the salary for the Assistant Superintendent. Previously this line item was the Director of Curriculum, Instruction and Assessment. The position has been reconfigured in FY24. Total salary in FY25 is budgeted at \$160,000 due to changes in staffing. Additional funding in FY25 of \$30,947 will be charged to Title I funds.



**8812 Salary Elementary Director of Curriculum, Instruction and Assessment**

This line item funds the salary for the Elementary Director of Curriculum, Instruction and Assessment. Line item will be billed to the five elementary schools and charged to the Region Only Budget. Previously, the funding allocation was from the Central Office operating budget and through Title I grant funding. Line item is level funded for FY25 pending contract negotiations.

**8813 Salary Administrative Assistant to the Assistant Superintendent**

This line item funds the Administrative Assistant salary to the Assistant Superintendent. Previously this line item was the Salary for the Grant Manager/Administrative Assistant to the Director of Curriculum, Instruction and Assessment. This line item has been reduced due to staff changes. Funding for this position is \$70,213; \$51,053 will be charged to Title I in FY25.

**8814 Travel Assistant Superintendent**

This line item funds the travel costs for travel costs for the Assistant Superintendent. Previously this line item was Travel for the Director of Curriculum, Instruction and Assessment. Funds for FY25 are based on the actual amount spent in FY23.

**8815 Meeting/Dues/Subscriptions Assistant Superintendent**

This line item funds the costs for any professional associations and memberships for the Assistant Superintendent. Previously this line item was Meeting/Dues/Subscriptions for the Director of Curriculum, Instruction and Assessment. Line item is level funded for FY25.

**8816 Professional Development for Assistant Superintendent**

This line item funds for conference fees for the Assistant Superintendent. Previously this line item was the Professional Development for the Director of Curriculum, Instruction and Assessment. This line item is funded based on the contract language for expense reimbursement. Line item is level funded in FY25.

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**8847 Salary Administrator of Professional Development**

Previously, this portion of the Assistant Superintendent's salary was allocated to professional Development. Line item was reclassified to #8811 Salary Assistant Superintendent. This line item is no longer applicable.

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**8869 Salaries Custodian**

Salary for custodian to provide cleaning services at the Central Office. Amount is per contract language.

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**8874 Salary Nurse Leader**

This line item was previously the Nurse Coordinator Stipend. The Nurse Leader oversees required professional development for nurses and also interacts with our consultant physician on issues such as medications, allergies, etc. Amount is per contract language. No funding is requested in FY25 for Nurse Coordinator Stipend as this is now part of the Salary Nurse Leader salary. Line item was previously funded through the use of ESSER II and III. In FY25, the expense is included in the Operating Budget. Line item is level funded for FY25 pending contract negotiations.

**8883 Professional Development Nurse Leader**

This line item funds any professional development for the Nurse Leader in order to maintain her licenses and keep current in the field. FY25 based on actual amount spent in FY23.

**8884 Substitute Nurse Training**

This line items provides funds for training substitute nurses who are new to the District. Budget line item is level funded in FY25.

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**8817 Salary Director of Finance & Operations**

This line item funds the salary for the Director of Finance & Operations. Line item is level funded for FY25 pending contract negotiations.

**8819 Salary Business Office Staff**

Salaries and longevity costs for the Finance Office staff. All positions are non-union salaried positions. Positions are: Assistant Director of Finance & Operations, Administrative Assistant Accounts Payables (1 FTE). Previously, this was a combined position (.5 FTE Accounts Payable Finance Office and .5 FTE Human Resources). Payroll and Benefits Coordinator, Staff Accountant (1.0 FTE) and Administrative Assistant to the Director of Finance & Operations. Administrative Assistant Business Office (formerly Food Services Clerk/Bookkeeper (Business Office Clerk) has been reclassified to line item #8882 Salary Food Services Bookkeeper in order to align with the End of Year reporting requirements of the Department of Elementary and Secondary Education (DESE). (See Central Office Organizational Chart & Positions Listing). Line item is level funded for FY25 pending contract negotiations.

**8821 Substitute Staffing Business Office**

This line item covers the costs for substitute staffing for the business office staff when out on long-term leave as well as cross training as a result of an upcoming retirement to ensure a seamless transfer of duties. No funding is requested in FY25.

**8822 General Contracted Services Business**

Amount represents costs for E-Rate Consultant; copy machine leasing and applicable maintenance; maintenance contracts for other office machines; and other miscellaneous costs. Line item is level funded for FY25.

**8823 Postage**

Amount budgeted based on an average of prior year actual and prior year budgeted amounts and adjusted. The District is also interested in sending direct mail marketing to families to encourage them to choose Nauset Schools over Charter Schools. The District utilizes electronic e-mail whenever possible to reduce postage costs. Line item is level funded for FY25.

**8824 Office Supplies Business**

These funds are for office supplies (paper, ink cartridges, envelopes, files, etc.) as well as supplies for the postage machine. Line item is level funded for FY25.

**8825 Office Equipment Business**

Postage & folding machine maintenance; purchase replacement office equipment and furniture. Line item is level funded for FY25.

**8826 Travel Business Manager**

Travel allowance for the Director of Finance & Operations for travel outside of the District. Line item is level funded for FY25.

**8827 Meeting Costs, Dues and Subscriptions Business**

Meeting expenses (paper products & refreshments), dues and subscriptions for Business Office staff to stay current in their field. Line item is level funded for FY25.

**8828 Professional Development Business**

Costs for any professional development for the Director of Finance & Operations. Line item is funded based on actual amounts spent in FY23.

**8829 Professional Development Business Office**

Costs for any professional development for the Business Office staff. No funding is requested for FY25.

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**8858 Salary Director of Student Services**

Director of Student Services salary is per contract language. Additional funding is through IDEA Grant (\$30,000) in FY25. Decrease in this line item is due to staff changes. Line item is level funded for FY25 pending contract negotiations.

**8860 Salary Administrative Assistant to the Director of Student Services**

Salary for the Administrative Assistant to the Director of Student Services (\$60,000). Decrease in this line item is due to staff changes.

**8862 Office Supplies Director of Student Services**

Various office supplies and materials for the Director of Student Services. Line item is level funded for FY25.

**8864 Meeting, Dues Publications Director of Student Services**

Meetings, dues and subscriptions for the Director of Student Services to stay current in the field. Line item is level funded in FY25.

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**8830 Salary Director of Human Resources and Administrative Assistant**

Director of Human Resources salary is per contract. Also included in this line item is the Administrative Assistant Human Resources (1 FTE) which was a new position in FY23. Previously this position was a shared position, .5FTE Administrative Assistant Business Office and .5FTE Administrative Assistant for Human Resources. Line item is level funded for FY25 pending contract negotiations.

**8832 Consulting Human Resources**

Funding is for expert advice and consultation related to human resources operations. Funding is based on the actual amount spent in FY23.

**8833 Meetings, Dues and Subscriptions Human Resources**

Meetings, dues and subscriptions for the Director of Human Resources to stay current in the field and Membership in the American Association of Personnel Administrators. Funding is based on the actual amount spent in FY23.

**8834 Contracted Services Legal**

Expenses associated with the retention of legal counsel for labor and special education issues across all schools. Line item is level funded for FY25.

**8873 Professional Development Human Resources**

Costs for any professional development for the Director of Human Resources. Line item is level funded for FY25.

**8875 Advertising Human Resources**

Funds the costs of advertising vacant positions using various on-line employment platforms inclusive of Monster.com, Indeed, and Zip Recruiter. Previously this line item included funds for School Spring which has been moved to account #8838 Contracted Services Technology.

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**8836 Salary Director of Technology**

This position was reconfigured in FY23 as the Director of Technology Integration. In FY24, this position has been reconfigured to Salary Director of Technology which includes the integration component as a result of staff changes within the IT Department and pending new hire.

**8865 Salary Chief Network Officer**

Line item includes the partial salary for the Chief Network Officer (\$19,012). This position was reconfigured in FY23. Line item is level funded for FY25 pending contract negotiations.

**8867 Salary Infrastructure Maintenance**

This line item previously funded the salary for the Chief Technology Officer and Technology Technician. The Technology Department was reconfigured in FY23 and again in FY24 as a result of staff changes. No funds are being requested for FY25.

**8886 Salary Chief Technology Officer**

This line item funds the salary for the Chief Technology Officer. The Technology Department was reconfigured in FY23 and again in FY24 as a result of staff changes. No funds are being requested for FY25.

**8838 Contracted Services Technology--\$83,585**

- **SoftRight**--The annual maintenance fee for our financial accounting software. - **\$39,000**
- **Comcast/Open Cape**-- Internet Access and *Internet Provider*. - **\$3,405** (pending e-rate funds)
- **Sophos Filtering** and Sophos Phishing Licenses--*The Children's Internet Protection Act requires districts to filter internet services.* - **\$810**
- **Finaliste Platform/Blackboard Engage**--Currently, the District subscribes to Blackboard Engage web services. In FY24 Blackboard Engage will become Finaliste Platform providing the same services. This is a template based web design that allows the schools to easily manage their web page. In addition, the service provides teacher accounts for teachers to have classroom webpages. *All hosting and support is included.* - **\$1,800**
- **Airwatch MDM/Device Management**--The District uses an MDM system to manage iOS devices. The MDM is required and allows for the seamless integration for app and profile deployment, resetting passwords, data protection, remote wipe and full inventory reporting.-- **\$300**
- **Veem Cloud Backup, Storage and Licensing**-- Storage Craft cloud based services secures and allows retrieval of student & staff files on & off-site. In 2006 *Federal Law mandated that all public and private institutions archive email correspondence for 7 years. In addition, user record and emails for up to 7 years upon their leaving or retiring from the School District. The cost is based on the number of staff in building.* -- **\$2,005**
- **Consulting**--*Higher level technology support for servers, firewalls, etc.* -- **\$3,000**
- **Anti-Virus License**--*Sophos is the cloud based application being used in the District to protect our technology from viruses and malware. The cost is based on the number of devices in each building.* -- included in with Sophos filtering.
- **Teach Point**--The District's evaluation reporting tool. All certified staff are reviewed using criteria listed in the TeachPoint forms. -- **\$500**
- **Secure Email**--To ensure that sensitive data on students is protected when emailed, an encryption service is used to protect the data. -- **\$1,350**
- **PDQ Deploy/Inventory**--This program is used to push out updates like Adobe Flash to computers eliminating the need for technical staff to "touch" each computer. -- **\$165**
- **Gaggle Archiving (New)** -- This program allows for the storage, management and retrieval of data -- **\$650**
- **Adobe Sign Software**—E-signatures and digital signing software allows recipients to electronically sign documents by typing their name or uploading their signature on a computer. **\$3,450**
- **Zoom Software**—Video conferencing platform powers all of the District's communication needs, including meetings, chats, phone, webinars and online events. -- **\$2,900**
- **Smores Software**—Software tool for the design of online flyers and newsletters. -- **\$1,450**

- **Snap Health (New)**—Nurse Leader software license. -- \$900
- **Duo MFA (New)**—Multi-Factor Authentication for all staff members accessing the financial software Softright. This additional level of security is essential to safeguard our digital assets and ensure only authorized access to District sensitive information and systems. -- \$2,000
- **Unified Talent Applicant Tracking and School Spring Unified Talent Records (New)**-- \$19,900—Includes School Spring platform previously included in line item #8875 Advertising Human Resources and new internal application process for prospective applicants to apply for positions within the Nauset District.

**8840 Computer Supplies**

Funds are for various computer and printer supplies. Line item is level funded for FY25.

**8841 Computer Software**

Upgrades for existing or new software licenses – Microsoft Office, Gaggle and Log me in, etc. Line item is level funded for FY25.

**8842 Computer Hardware**

Funds are to maintain, repair, or replace outdated desktop computer hardware (\$5,000).

**8843 Other Technology Expense**

Upgrades as needed and inclusive of Sonic Wall filtering software and hardware. Line item is level funded for FY25.

**8845 Professional Development Technology**

Costs for professional development / training for technology staff. Line item is level funded for FY25.

**8887 Other District-Wide Supplies**

This funds the costs for materials and supplies related to communication and outreach. Line item is level funded for FY25.

**8888 District Wide Technology Infrastructure Maintenance Contracted Service**

This funds the costs for technology infrastructure, maintenance and support. Line item is level funded for FY25.

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**8866 ELL Coordinator**

Stipend for the ELL Coordinator per contract. This person provides consultation and planning for students with limited English proficiency in all of our schools. Funding is provided in Title IV (\$5,386).

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**8879 Salary Food Services Director**

This line item funds the salary for the District-wide Food & Nutrition Services Director. Additional funding is through Cape Cod Tech Revolving Account (\$28,414) and (\$81,948) to be charged to the various Cafeteria Revolving Accounts for the five elementary schools and the middle and high schools. Line item is level funded for FY25 pending contract negotiations.

**8882 Salary Food Services Bookkeeper (Administrative Assistant Business Office)**

This line item funds the salary for the Business Office Clerk. Budgeted in this line item in order to align with the End of Year Reporting requirements of the Department of Elementary and Secondary Education (DESE). Additional funding (\$49,506) to be charged to the various Cafeteria Revolving Accounts for the five elementary schools and the middle and high schools. Line item is level funded for FY25 pending contract negotiations.

**8880 Travel Food Services Director**

This line item funds any additional travel for Food & Nutrition Services Director for off Cape travel to conferences. No funding is requested in FY25. Expenses are charged to Cafeteria Revolving Accounts.

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**8850 Supplies Maintenance**

Costs for cleaning supplies for the Central Office. Line item is level funded in FY25.

**8851 Natural Gas**

Natural gas cost has been level funded for FY25.

**8852 Electricity**

Electricity costs have been level funded for FY25.

**8853 Telephone**

The cost of telephone service (VOIP) voice over internet protocol new in FY20. Costs related to internet services have been reclassified to line item #8838 Contracted Services Technology. Funding in FY25 is level funded.

**8854 Water**

Costs for water service for Central Office. Funding in FY25 is level funded.

**8555 Contracted Services General Maintenance**

Contracted services for minor repairs—electrical, plumbing, HVAC, etc. for the Central Office. Line item is increased in FY25 based on actual amounts spent in FY23.

**8856 Contracted Services Security**

General maintenance by outside vendors such as security monitoring, lock smith, etc. for the Central Office. Budget line item is level funded in FY25.

**8857 Contracted Services Extraordinary Maintenance**

Contracted services for any unforeseen extraordinary maintenance costs for the Central Office. Line item is level funded in FY25.

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**8801 Joint Committee Secretary Salary**

Costs for recording secretary for up to four to five meetings annually. Line item is level funded for FY25 pending contract negotiations.

**8802 Membership and Consultants**

Membership costs for four towns and the Region in the Massachusetts Association of School Committees, and on-line policy manual. Budget line item is increased in FY25 to include for any additional services and based on the actual amount spent in FY24.



NAUSET PUBLIC SCHOOLS											3/12/2024
FY 2025 BUDGET WORKSHEET											ver 2
<i>Wellfleet Elementary</i>											FINAL
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Proposed	Dollar	%
		2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	Increase	Increase
Salaries Principals	4005	\$128,613	\$132,637	\$134,929	\$135,587	\$138,977	\$149,823	\$142,451	\$134,000	-\$8,451	-5.93%
Salaries Administrative Assistant	4006	\$111,149	\$105,076	\$114,175	\$109,059	\$117,522	\$117,015	\$119,415	\$110,329	-\$9,086	-7.61%
Substitutes Administrative Assistant	4007	\$360	\$0	\$360	\$0	\$360	\$572	\$1,536	\$0	-\$1,536	-100.00%
Contracted Svcs Office Equipment	4008	\$4,280	\$4,555	\$4,520	\$4,555	\$4,600	\$4,303	\$4,600	\$6,000	\$1,400	30.43%
Supplies General Office	4009	\$3,940	\$3,967	\$4,200	\$7,856	\$4,200	\$3,848	\$4,200	\$4,263	\$63	1.50%
Other Principal Expense	4010	\$700	\$1,580	\$700	\$1,675	\$700	\$5,360	\$800	\$800	\$0	0.00%
Contracted Svcs Non-Instr Technology	4011	\$22,480	\$14,026	\$25,722	\$17,354	\$20,450	\$12,085	\$21,583	\$21,064	-\$519	-2.40%
Supplies Non-Instr Technology	4012	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Hardware Non-Instr Technology	4013	\$0	\$0	\$0	\$551	\$10,813	\$8,943	\$0	\$8,000	\$8,000	100.00%
		<b>\$271,522</b>	<b>\$261,841</b>	<b>\$284,606</b>	<b>\$276,637</b>	<b>\$297,622</b>	<b>\$301,949</b>	<b>\$294,585</b>	<b>\$284,456</b>	<b>-\$10,129</b>	<b>-3.44%</b>
Salaries Teachers	4014	\$880,703	\$974,323	\$973,577	\$937,663	\$974,319	\$905,813	\$943,843	\$955,945	\$12,102	1.28%
Salaries Librarian	4104	\$8,292	\$7,614	\$8,796	\$7,482	\$7,946	\$7,946	\$8,440	\$5,266	-\$3,174	-37.61%
Stipends Mentor	4015	\$506	\$682	\$4,160	\$1,059	\$2,705	\$2,184	\$2,948	\$1,474	-\$1,474	-50.00%
Salaries Instruct Coordinators	4016	\$11,792	\$8,420	\$11,792	\$11,884	\$12,136	\$9,102	\$12,396	\$12,396	\$0	0.00%
Substitutes	4017	\$13,890	\$3,839	\$17,550	\$13,556	\$19,625	\$15,195	\$21,675	\$16,575	-\$5,100	-23.53%
Substitutes Long Term	4018	\$0	\$0	\$0	\$4,370	\$12,000	\$1,013	\$7,650	\$15,000	\$7,350	96.08%
Substitutes Ed Assistants	4020	\$490	\$210	\$700	\$557	\$1,013	\$731	\$1,080	\$0	-\$1,080	-100.00%
Salaries Ed Assistants	4019	\$36,886	\$10,677	\$34,899	\$14,157	\$15,816	\$12,738	\$17,004	\$17,394	\$390	2.29%
Contracted Svcs Instruction	4021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Teacher Stipends	4022	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Tutor Salaries	4096	\$0	\$0	\$0	\$0	\$0	\$0	\$5,775	\$5,775	\$0	0.00%
Substitutes Professional Development	4023	\$2,340	\$0	\$2,340	\$0	\$2,925	\$0	\$3,325	\$0	-\$3,325	-100.00%
Contracted Svcs Prof Development	4024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000	100.00%
Other Professional Development	4025	\$2,300	\$1,489	\$2,300	\$2,825	\$2,300	\$681	\$3,000	\$2,000	-\$1,000	-33.33%
ELL Travel	4103	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Contracted Svs Tech Maint & Support	4106	\$0	\$0	\$0	\$0	\$0	\$0	\$5,997	\$12,036	\$6,039	100.70%
Contracted Svc Elementary Curriculum Director	4107	\$0	\$0	\$0	\$0	\$0	\$0	\$3,561	\$3,466	-\$95	-2.67%
		<b>\$957,199</b>	<b>\$1,007,254</b>	<b>\$1,056,114</b>	<b>\$993,553</b>	<b>\$1,050,785</b>	<b>\$955,403</b>	<b>\$1,036,694</b>	<b>\$1,048,327</b>	<b>\$11,633</b>	<b>1.12%</b>
Textbooks/Software/Media	4026	\$7,000	\$9,542	\$7,000	\$8,158	\$8,000	\$16,339	\$28,730	\$25,975	-\$2,755	-9.59%
Other Instructional Material	4027	\$7,000	\$4,999	\$7,000	\$8,741	\$8,000	\$15,630	\$12,000	\$10,000	-\$2,000	-16.67%
Instructional Equipment	4028	\$0	\$0	\$0	\$35,756	\$32,000	\$44,732	\$15,540	\$5,000	-\$10,540	-67.82%
Supplies General	4029	\$7,000	\$14,952	\$7,000	\$12,117	\$8,000	\$13,451	\$7,000	\$7,000	\$0	0.00%
Contracted Svcs Other Instructional	4030	\$2,400	\$0	\$2,400	\$1,500	\$2,400	\$0	\$2,400	\$27,000	\$24,600	1025.00%
Contracted Svcs Instr Technology	4031	\$9,599	\$10,834	\$15,001	\$16,465	21,246	19,843	\$0	\$0	\$0	0.00%
Supplies Instrctnl Technology	4032	\$4,000	\$36,549	\$5,000	\$11,218	\$6,000	\$3,471	\$8,000	\$8,000	\$0	0.00%
Instructional Hardware Equipment	4034	\$0	\$44,261	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Library/Media Instrctnl Hardware	4033	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Instructional Software	4036	\$0	\$0	\$0	\$0	\$0	\$0	\$18,592	\$11,870	-\$6,722	-36.16%
		<b>\$36,999</b>	<b>\$121,137</b>	<b>\$43,401</b>	<b>\$93,955</b>	<b>\$85,646</b>	<b>\$113,466</b>	<b>\$92,262</b>	<b>\$94,845</b>	<b>\$2,583</b>	<b>2.80%</b>

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<b>FY 2025 BUDGET WORKSHEET</b>											
<b>Wellfleet Elementary</b>											
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Proposed	Dollar	%
		2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	Increase	Increase
Salaries Guidance & Counseling	4037	\$29,572	\$29,572	\$30,163	\$30,237	\$51,467	\$51,467	\$52,560	\$52,560	\$0	0.00%
Contracted Svcs Testing	4038	\$0	\$0	\$0	\$0	\$0	\$0	\$5,875	\$6,894	\$1,019	17.34%
Testing Materials	4039	\$1,000	\$0	\$1,000	\$95	\$1,000	\$1,194	\$1,000	\$1,000	\$0	0.00%
		<b>\$30,572</b>	<b>\$29,572</b>	<b>\$31,163</b>	<b>\$30,332</b>	<b>\$52,467</b>	<b>\$52,661</b>	<b>\$59,435</b>	<b>\$60,454</b>	<b>\$1,019</b>	<b>1.71%</b>
Salaries Nurse	4040	\$92,962	\$95,432	\$94,130	\$96,200	\$98,745	\$98,745	\$100,832	\$100,832	\$0	0.00%
Substitute Nurse	4041	\$1,600	\$1,166	\$1,500	\$750	\$2,250	\$622	\$2,588	\$2,588	\$0	0.00%
Contracted Svcs School Physician	4042	\$0	\$0	\$0	\$135	\$0	\$0	\$0	\$0	\$0	0.00%
Supplies Medical	4043	\$2,600	\$11,866	\$2,900	\$1,823	\$3,010	\$2,139	\$3,010	\$3,010	\$0	0.00%
Other Medical Expenses	4044	\$159	\$88	\$159	\$93	\$159	\$97	\$159	\$159	\$0	0.00%
		<b>\$97,321</b>	<b>\$108,552</b>	<b>\$98,689</b>	<b>\$99,001</b>	<b>\$104,164</b>	<b>\$101,603</b>	<b>\$106,589</b>	<b>\$106,589</b>	<b>\$0</b>	<b>0.00%</b>
Regular Day Transportation	4045	\$93,373	\$89,654	\$93,632	\$86,322	\$97,331	\$103,731	\$110,938	\$116,128	\$5,190	4.68%
Transportation Fuel Escalation Charges	4094	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$93,373</b>	<b>\$89,654</b>	<b>\$93,632</b>	<b>\$86,322</b>	<b>\$97,331</b>	<b>\$103,731</b>	<b>\$110,938</b>	<b>\$116,128</b>	<b>\$5,190</b>	<b>4.68%</b>
Salaries Cafeteria	4075	\$49,801	\$43,496	\$54,503	\$54,140	\$59,059	\$56,951	\$63,292	\$43,241	-\$20,051	-31.68%
Cafeteria Other Expense	4095	\$350	\$0	\$350	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		<b>\$50,151</b>	<b>\$43,496</b>	<b>\$54,853</b>	<b>\$54,140</b>	<b>\$59,059</b>	<b>\$56,951</b>	<b>\$63,292</b>	<b>\$43,241</b>	<b>-\$20,051</b>	<b>-31.68%</b>
Other Student Activity Expense	4047	\$0	\$0	\$0	\$0	\$0	\$1,907	\$10,000	\$10,000	\$0	0.00%
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,907</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>100.00%</b>
Salaries Custodial	4048	\$147,737	\$174,732	\$153,891	\$123,256	\$150,309	\$149,353	\$155,429	\$145,737	-\$9,692	-6.24%
Substitute Custodial	4049	\$2,400	\$0	\$2,400	\$173	\$3,600	\$0	\$4,080	\$0	-\$4,080	-100.00%
Overtime Custodial	4050	\$2,300	\$8,847	\$5,000	\$15,493	\$5,000	\$8,383	\$10,000	\$12,000	\$2,000	20.00%
Water	4105	\$5,000	\$2,903	\$5,952	\$1,027	\$5,952	\$5,953	\$5,952	\$5,952	\$0	0.00%
Contracted Services Custodial	4051	\$0	\$0	\$0	\$0	\$0	\$2,122	\$0	\$0	\$0	0.00%
Supplies Custodial	4052	\$12,000	\$16,502	\$14,000	\$34,501	\$14,000	\$26,383	\$14,000	\$14,210	\$210	1.50%
Other Custodial Expense	4053	\$0	\$90	\$0	\$20	\$0	\$0	\$0	\$0	\$0	0.00%
Fuel Oil	4060	\$49,000	\$28,985	\$49,000	\$35,008	\$49,000	\$54,000	\$73,500	\$73,500	\$0	0.00%
Bottled Gas	4061	\$300	\$513	\$506	\$714	\$526	\$1,080	\$1,071	\$1,188	\$117	10.92%
Electricity	4062	\$38,842	\$23,479	\$38,842	\$23,622	\$38,842	\$2,042	\$58,263	\$58,263	\$0	0.00%
Telephone	4063	\$2,000	\$1,533	\$2,000	\$1,568	\$2,000	\$7,691	\$2,000	\$2,500	\$500	25.00%
		<b>\$259,579</b>	<b>\$257,584</b>	<b>\$271,591</b>	<b>\$235,382</b>	<b>\$269,229</b>	<b>\$257,007</b>	<b>\$324,295</b>	<b>\$313,350</b>	<b>-\$10,945</b>	<b>-3.38%</b>

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<b>FY 2025 BUDGET WORKSHEET</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
<b>Wellfleet Elementary</b>		<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Contracted Svcs Grounds	4054	\$500	\$175	\$500	\$649	\$500	\$436	\$500	\$500	\$0	0.00%
Contracted Svcs Building	4055	\$10,000	\$8,225	\$10,300	\$14,233	\$10,300	\$125,541	\$11,000	\$11,000	\$0	0.00%
Contracted Svcs Equipment	4056	\$12,000	\$6,460	\$13,000	\$19,785	\$13,000	\$8,135	\$16,600	\$16,600	\$0	0.00%
Contracted Svcs Security	4057	\$3,000	\$600	\$3,000	\$7,130	\$4,000	\$1,383	\$5,000	\$18,000	\$13,000	260.00%
		<b>\$25,500</b>	<b>\$15,460</b>	<b>\$26,800</b>	<b>\$41,797</b>	<b>\$27,800</b>	<b>\$135,495</b>	<b>\$33,100</b>	<b>\$46,100</b>	<b>\$13,000</b>	<b>39.27%</b>
Contracted Svcs Extraordinary Mncte	4058	\$2,000	\$2,833	\$6,100	\$13,246	\$6,100	\$19,525	\$8,500	\$12,000	\$3,500	41.18%
		<b>\$2,000</b>	<b>\$2,833</b>	<b>\$6,100</b>	<b>\$13,246</b>	<b>\$6,100</b>	<b>\$19,525</b>	<b>\$8,500</b>	<b>\$12,000</b>	<b>\$3,500</b>	<b>41.18%</b>
SE Teachers Salaries	4064	\$108,628	\$108,628	\$116,314	\$141,818	\$148,878	\$47,587	\$52,453	\$55,783	\$3,330	6.35%
SE Tutors Salaries	4097	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Contracted Services Tutors	4066	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Salaries Speech Therapeutic	4065	\$77,600	\$67,906	\$49,470	\$49,591	\$50,646	\$39,858	\$38,944	\$38,944	\$0	0.00%
SE Contracted Svcs OT/PT	4067	\$40,959	\$3,841	\$53,178	\$59,179	\$47,936	\$46,031	\$37,000	\$33,996	-\$3,004	-8.12%
SE Substitute Teachers	4068	\$2,700	\$1,170	\$2,700	\$1,069	\$3,375	\$1,136	\$1,275	\$1,700	\$425	33.33%
SE Substitutes Long Term	4069	\$0	\$0	\$0	\$0	\$0	\$15,526	\$0	\$7,500	\$7,500	100.00%
SE Substitutes Ed Assistants	4071	\$7,350	\$6,587	\$7,200	\$7,280	\$9,113	\$5,009	\$9,720	\$9,720	\$0	0.00%
SE Salaries Ed Assistants	4070	\$240,505	\$263,336	\$242,135	\$275,685	\$232,476	\$238,415	\$246,325	\$210,704	-\$35,621	-14.46%
SE Contracted Svcs Prof Development	4072	\$500	\$0	\$738	\$0	\$738	\$150	\$738	\$738	\$0	0.00%
		<b>\$478,242</b>	<b>\$451,468</b>	<b>\$471,735</b>	<b>\$534,622</b>	<b>\$493,162</b>	<b>\$393,712</b>	<b>\$386,455</b>	<b>\$359,085</b>	<b>-\$27,370</b>	<b>-7.08%</b>
SE Textbooks/Software/Media	4073	\$500	\$998	\$500	\$0	\$500	\$0	\$500	\$500	\$0	0.00%
SE Other Instructional Material	4074	\$1,000	\$816	\$1,000	\$1,774	\$1,000	\$0	\$1,000	\$1,000	\$0	0.00%
SE Supplies General	4076	\$4,000	\$3,017	\$4,000	\$1,247	\$4,000	\$2,522	\$2,500	\$2,500	\$0	0.00%
SE Other Instructional Services	4077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Contracted Svcs Inst Technology	4093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Supplies Instr Technology	4078	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Instructional Hardware	4079	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Instructional Software	4080	\$0	\$0	\$0	\$0	\$0	\$0	\$660	\$680	\$20	3.03%
		<b>\$5,500</b>	<b>\$4,831</b>	<b>\$5,500</b>	<b>\$3,021</b>	<b>\$5,500</b>	<b>\$2,522</b>	<b>\$4,660</b>	<b>\$4,680</b>	<b>\$20</b>	<b>0.43%</b>
SE Salaries Guidance	4081	\$49,287	\$49,287	\$50,272	\$17,016	\$51,467	\$51,467	\$52,560	\$52,560	\$0	0.00%
SE Salaries Clerical	4092	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Guidance Travel	4083	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SE Testing Materials	4082	\$1,000	\$486	\$1,000	\$0	\$1,000	\$834	\$1,000	\$1,000	\$0	0.00%
		<b>\$50,287</b>	<b>\$49,773</b>	<b>\$51,272</b>	<b>\$17,016</b>	<b>\$52,467</b>	<b>\$52,301</b>	<b>\$53,560</b>	<b>\$53,560</b>	<b>\$0</b>	<b>0.00%</b>



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<b>FY 2025 BUDGET WORKSHEET</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>	
<b>Wellfleet Elementary</b>		<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>	
SE Contracted Svcs Psychological	4084	\$2,000	\$535	\$3,000	\$1,719	\$3,000	\$0	\$5,000	\$5,000	\$0	0.00%	
		<b>\$2,000</b>	<b>\$535</b>	<b>\$3,000</b>	<b>\$1,719</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.00%</b>	
Special Needs Transportation	4085	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
SE Summer School Transportation	4086	\$0	\$0	\$0	\$0	\$0	\$0	\$2,016	\$2,016	\$0	0.00%	
SE PreSchool Transportation	4087	\$32,303	\$68,019	\$31,944	\$39,857	\$39,857	\$42,879	\$42,018	\$44,212	\$2,194	5.22%	
SE Out of District Transportation	4035	\$72,624	\$32,670	\$38,189	\$33,137	\$0	\$0	\$0	\$0	\$0	0.00%	
		<b>\$104,927</b>	<b>\$100,689</b>	<b>\$70,133</b>	<b>\$72,994</b>	<b>\$39,857</b>	<b>\$42,879</b>	<b>\$44,034</b>	<b>\$46,228</b>	<b>\$2,194</b>	<b>4.98%</b>	
Transportation--McKinney Vento	4102	\$0	\$0	\$0	\$1,013	\$0	\$0	\$0	\$0	\$0	0.00%	
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,013</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	
SE PreSchool Tuition	4088	\$94,585	\$81,825	\$86,214	\$61,998	\$57,220	\$19,237	\$64,122	\$49,140	-\$14,982	-23.36%	
SE Extended School Year Tuition	4089	\$16,000	\$16,527	\$17,280	\$17,280	\$8,300	\$8,300	\$1,317	\$1,317	\$0	0.00%	
		<b>\$110,585</b>	<b>\$98,352</b>	<b>\$103,494</b>	<b>\$79,278</b>	<b>\$65,520</b>	<b>\$27,537</b>	<b>\$65,439</b>	<b>\$50,457</b>	<b>-\$14,982</b>	<b>-22.89%</b>	
SE Tuition Non-Public Schools	4090	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	
SE Collaborative Assessment	4091	\$108	\$100	\$105	\$111	\$113	\$113	\$113	\$113	\$0	0.00%	
		<b>\$108</b>	<b>\$100</b>	<b>\$105</b>	<b>\$111</b>	<b>\$113</b>	<b>\$113</b>	<b>\$113</b>	<b>\$113</b>	<b>\$0</b>	<b>0.00%</b>	
SE Tuition Collaborative	4098	\$166,238	\$67,988	\$100,176	\$96,835	\$0	\$0	\$0	\$0	\$0	0.00%	
SE Tuition Other Districts	4099	\$0	\$0	\$0	\$0	\$0	\$57,804	\$50,561	\$86,708	\$36,147	71.49%	
		<b>\$166,238</b>	<b>\$67,988</b>	<b>\$100,176</b>	<b>\$96,835</b>	<b>\$0</b>	<b>\$57,804</b>	<b>\$50,561</b>	<b>\$86,708</b>	<b>\$36,147</b>	<b>71.49%</b>	
Salary Committee Secretary	4001	\$1,129	\$719	\$1,129	\$965	\$1,186	\$1,608	\$1,225	\$1,769	\$544	44.41%	
Other School Committee Expense	4002	\$850	\$0	\$850	\$725	\$850	\$600	\$850	\$850	\$0	0.00%	
		<b>\$1,979</b>	<b>\$719</b>	<b>\$1,979</b>	<b>\$1,690</b>	<b>\$2,036</b>	<b>\$2,208</b>	<b>\$2,075</b>	<b>\$2,619</b>	<b>\$544</b>	<b>26.22%</b>	
Salaries Central Office	4003	\$71,922	\$72,030	\$75,258	\$75,569	\$84,779	\$83,672	\$73,783	\$78,258	\$4,475	6.07%	
Other Central Office Expense	4004	\$7,138	\$6,960	\$7,639	\$7,252	\$8,974	\$8,559	\$13,434	\$12,208	-\$1,226	-9.13%	
		<b>\$79,060</b>	<b>\$78,990</b>	<b>\$82,897</b>	<b>\$82,821</b>	<b>\$93,753</b>	<b>\$92,231</b>	<b>\$87,217</b>	<b>\$90,466</b>	<b>\$3,249</b>	<b>3.73%</b>	

											3/12/2024
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<b>FY 2025 BUDGET WORKSHEET</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Dollar</b>	<b>%</b>
<b>Wellfleet Elementary</b>		<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Increase</b>	<b>Increase</b>
Administrative/Site Director-Afterschool Childcare	4110	\$17,159	\$249	\$17,502	\$18,219	\$18,792	\$18,097	\$19,601	\$24,242	\$4,641	23.68%
Lead Provider	4111	\$14,013	\$0	\$14,294	\$12,897	\$15,256	\$12,683	\$15,802	\$38,928	\$23,126	146.35%
Program Aid Provider	4112	\$8,479	\$0	\$9,376	\$7,704	\$10,760	\$11,106	\$11,066	\$14,684	\$3,618	32.69%
Substitute Provider	4113	\$600	\$0	\$600	\$1,810	\$600	\$106	\$1,000	\$1,000	\$0	0.00%
Professional Development Admin. Dir.	4115	\$400	\$0	\$400	\$434	\$400	\$0	\$450	\$450	\$0	0.00%
Professional Development Lead Provider	4115	\$209	\$0	\$209	\$0	\$209	\$0	\$209	\$418	\$209	100.00%
Professional Development Program Aid Provider	4115	\$70	\$0	\$70	\$0	\$70	\$0	\$70	\$70	\$0	0.00%
Materials and Supplies	4114	\$1,500	\$0	\$1,500	\$4,276	\$3,000	\$2,073	\$4,000	\$6,000	\$2,000	50.00%
		\$42,430	\$249	\$43,951	\$45,340	\$49,087	\$44,065	\$52,198	\$85,792	\$33,594	64.36%
FY17 Circuit Breaker Funds		-	-	-	-	-	-	-	-		
FY16 Tuition Eastham		-	-	-	-	-	-	-	-		
FY17 Tuition Eastham		-	-	-	-	-	-	-	-		
FY18 Tuition Eastham		-	-	-	-	-	-	-	-		
FY18 Circuit Breaker Funds		-	-	-	-	-	-	-	-		
Prepay SE PreSchool FY17		-	-	-	-	-	-	-	-		
Prepay SE PreSchool FY19	4088	-	-	-	-	-	-	-	-		
FY19 Circuit Breaker Funds	4088	-	-	-	-	-	-	-	-		
FY19 Tuition Eastham	4087	-	-	-	-	-	-	-	-		
FY20 Tuition Eastham	4087/4035	-	-	-	-	-	-	-	-		
Building Use Funds	4011	-	-	-	-	-	-	-	-		
FY21 School Choice	4011	(20,000)	-	-	-	-	-	-	-		
Building Use Funds	4055	(7,000)	-	-	-	-	-	-	-		
FY20 Circuit Breaker Funds	4067	(37,118)	-	-	-	-	-	-	-		
FY21 Circuit Breaker Funds	4088	(10,250)	-	-	-	-	-	-	-		
FY22 Circuit Breaker Funds	4088			(30,318)	-	-	-	-	-		
FY22 School Choice	4011			(10,000)	-	-	-	-	-		
Prepay SE Transportation FY24	4087								(44,212)		
Prepay SE PreSchool FY24	4088								(14,742)		
Reserved for Negotiations		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115,405		
<b>GRAND TOTAL</b>		<b>\$2,791,204</b>	<b>\$2,791,077</b>	<b>\$2,860,873</b>	<b>\$2,860,825</b>	<b>\$2,854,698</b>	<b>\$2,815,070</b>	<b>\$2,891,002</b>	<b>\$2,976,649</b>	<b>\$85,647</b>	<b>2.96%</b>
	<i>Regular Day</i>	\$1,920,685	\$2,017,341	\$2,085,776	\$2,055,229	\$2,195,079	\$2,238,202	\$2,281,180	\$2,429,772	\$148,592	6.51%
	<i>SPED</i>	\$870,519	\$773,736	\$775,097	\$805,596	\$659,619	\$576,868	\$609,822	\$546,877	-\$62,945	-10.32%

3/12/24  
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WELLFLEET ELEMENTARY SCHOOL  
2024-2025 Budget Justification

Account	Notations	\$ Amount
<b>BUILDING LEADERSHIP</b>		
<b>4005</b>	<b>Salaries Principal</b>	<b>\$134,000</b>
	• Budget in FY24 = \$142,451	
<b>4006</b>	<b>Salaries Administrative Assistant</b>	<b>\$110,329</b>
	• Budget in FY24 = \$119,415	
	• Principal's Administrative Assistant: 12-month position; 8 hrs/day	
	• School Administrative Assistant: 10-month position; 6.75 hrs/day	
	• School Council Administrative Assistant: 10 meetings	
	• ASEP Coordinator/Publicist - stipend position	
	• Sub Caller	
<b>4007</b>	<b>Substitutes Administrative Assistant</b>	<b>\$0</b>
	• 8-hour work day @ \$16 per hour	
	• No funds need be budgeted in this account at the present time.	
<b>4008</b>	<b>Contracted Services Office Equipment</b>	<b>\$6,000</b>
	• 1 B/W Copy Machine Lease and 1 Color Copy Machine Lease	
<b>4009</b>	<b>Supplies General Office</b>	<b>\$4,263</b>
	• Postage - \$500	
	• Copy Paper – \$1,435	
	• Office supplies - \$2,328	
<b>4010</b>	<b>Other Principal Expenses</b>	<b>\$800</b>
	• Professional Development - \$500	
	• MESPA membership \$300	
	• Principal Travel reclassified to Acct. #4005	
<b>4011</b>	<b>Contracted Services Non-Instructional Technology</b>	<b>\$21,064</b>
	• Adobe Creative Cloud Suite- \$50	
	• Adobe Sign - \$500	
	• Aspen Follett X2 Database program ( <i>Student information system. The cost is based on the number of students in each school.</i> ) - \$1,000	
	• Atlas ( <i>Curriculum-based application designed to electronically manage Nauset's Content Area Curriculum, Pre-K-12</i> ) – \$440	
	• Crisis Go - \$240	
	• Entrusted Secure Email ( <i>Email encryption service used to protect sensitive data</i> ) - \$80	
	• Filewave ( <i>remote device management</i> ) - \$1,400	
	• Finalsite (Blackboard) - \$1,800	
	• Gaggle (Email archive) - \$340	
	• Google Education Plus - \$440	
	• Incident IQ ( <i>IT asset management &amp; ticketing system</i> ) - \$430	
	• Kajeet Hotspots - \$50	
	• Open Architects ( <i>data dashboard</i> ) - \$1,375	

- **Open Cape Internet** - \$4,360
  - **Open Cape WAN Network** (TLS line that allows Nauset Schools to operate in a wide area network (remotely) to share resources and streamline services/support) - \$2,394
  - **Panorama** (Data Dashboard, was grant funded in FY24) - \$1,200
  - **Parent Square** - subscription (robotic calling service to inform families of emergencies and events that involve their schools.) - \$530
  - **PDQ Deploy and Inventory** (program used to remotely update computers i.e. Adobe Flash) - \$165
  - **Raptor Security** - \$605
  - **Securely Web Filtering** (device filtering when outside of the network) - \$570
  - **SNAP Health Program** (school health management system that works alongside our student information system) - \$900
  - **Sophos Anti Virus** (computers/servers) - \$900
  - **Teach Point** (Mobile teacher & ed. assistant evaluation system) - \$480
  - **TEC Student Data Privacy Alliance** - \$120
  - **Unified Talent SmartFind Express** - \$190
  - **Veeam Cloud Backup Licenses** - \$260
  - **Wasabi Cloud Backup Storage** – Data cloud based services secures and allows retrieval of student & staff files on & off-site) - \$245
- 4012 Supplies Non-Instr Technology** **\$0**
- No funds need be budgeted in this account at the present time.
- 4013 Hardware Non-Instr Technology** **\$8,000**
- Server upgrade, security, and miscellaneous (i.e. SB bulbs, cables, replacement parts, etc.)

**INSTRUCTION** (*Salaries/Wages/Professional Development*)

- 4014 Salaries Teachers** **\$955,945**
- Salaries representative of 13 Educators (9 FTE and 4 part-time equivalents)
  - Actual in FY24 = \$943,843
- 4104 Salaries Librarian** **\$5,266**
- 10% position
- 4015 Stipends Mentor** **\$1,474**
- 2 part-time (2/3) mentors (Full Mentor = \$1,105; \$737 each)
- 4016 Salaries Instructional Coordinators** **\$12,396**
- (4) Subject Coordinators (ELA, Math, Sci., & Technology)  
 FY24 Subject Coordinator = \$3,099 each)
- 4017 Substitutes** **\$16,575**
- Estimated (13 Educators – 10 days/per; \$127.50/day=\$16,575)
- 4018 Substitutes Long Term** **\$15,000**
- Anticipate funding need in FY25.
- 4020 Substitutes General Educational Assistant** **\$0**
- (10) days @ \$108 per day (\$16 per hour)
  - No funds need be budgeted in this account at the present time.

<b>4019 Salaries Educational Assistants</b>	<b>\$17,394</b>
<ul style="list-style-type: none"> <li>• Two (2) 27% Lunch Monitor positions</li> <li>• Actual in FY24 = \$17,004</li> </ul>	
<b>4021 Contracted Svcs Instruction</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No funds need be budgeted in this account at the present time.</li> </ul>	
<b>4022 Teacher Stipends</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No funds need be budgeted in this account at the present time.</li> </ul>	
<b>4096 Tutor Salaries</b>	<b>\$5,775</b>
<ul style="list-style-type: none"> <li>• Summer school staff</li> </ul>	
<b>4023 Substitutes Professional Development</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• Additional for Flex Days (\$127.50/day) – Up to 2 days per year</li> <li>• No funds need be budgeted in this account at the present time.</li> </ul>	
<b>4024 Contracted Services Professional Development</b>	<b>\$1,000</b>
<ul style="list-style-type: none"> <li>• Principal directed professional development</li> </ul>	
<b>4025 Other Professional Development</b>	<b>\$2,000</b>
<ul style="list-style-type: none"> <li>• Curriculum Training (i.e. LETRS, NPDL, Foundations, Microworlds, PBL)</li> </ul>	
<b>4103 ELL Travel</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No funds need be budgeted in this account at the present time.</li> </ul>	
<b>4106 Elementary Tech Maintenance &amp; Support Salary</b>	<b>\$12,036</b>
<ul style="list-style-type: none"> <li>• WES's portion based on FY25 budget</li> </ul>	
<b>4107 Contracted Services Elementary Curriculum Director Salary</b>	<b>\$3,466</b>
<ul style="list-style-type: none"> <li>• WES's portion based on FY25 budget</li> </ul>	

**INSTRUCTION** (*contracted services, texts, workbooks, supplies & materials, technology*)

<b>4026 Textbooks, Workbooks, Software, Media</b>	<b>\$25,975</b>
<ul style="list-style-type: none"> <li>• <b>Elipsis Education (Codelicious)</b> Online - \$2,500</li> <li>• <b>Tools of the Mind</b> - \$525</li> <li>• <b>Mystery Science</b> (<i>Science curriculum promoting scientific inquiry</i>) - \$950</li> <li>• Texts and consumable workbooks for core academic programs - \$22,000</li> </ul>	
<b>4027 Other Instructional Material</b>	<b>\$10,000</b>
<ul style="list-style-type: none"> <li>• Library Books: approx. \$3,000</li> <li>• Other instructional materials (<i>i.e. classroom libraries</i>)</li> </ul>	
<b>4028 Instructional Equipment</b>	<b>\$5,000</b>
<ul style="list-style-type: none"> <li>• Replacement technology if needed</li> </ul>	
<b>4029 Supplies General</b>	<b>\$7,000</b>
<ul style="list-style-type: none"> <li>• Supplies for 6 classrooms and 2 Title I rooms</li> </ul>	



<b>4030</b>	<b>Contracted Services Other Instructional</b>	<b>\$27,000</b>
	<ul style="list-style-type: none"> <li>• WES's share of Sustainable Cape's Farmer-in-the-School Program (\$2,500)</li> <li>• NEED Academy (\$12,000)</li> <li>• Spring Musical (\$12,500)</li> </ul>	
<b>4031</b>	<b>Contracted Services Instructional Technology</b>	<b>\$0</b>
	<ul style="list-style-type: none"> <li>• Items reclassified to either Acct. #4036 or #4038</li> <li>• No funds need be budgeted in this account at the present time.</li> </ul>	
<b>4032</b>	<b>Supplies Instructional Technology</b>	<b>\$8,000</b>
	<ul style="list-style-type: none"> <li>• Printer cartridges and peripherals for K-5</li> <li>• Misc. technology accessories and parts</li> </ul>	
<b>4034</b>	<b>Instructional Hardware Equipment</b>	<b>\$0</b>
	<ul style="list-style-type: none"> <li>• No funds need be budgeted in this account at the present time.</li> </ul>	
<b>4033</b>	<b>Library/Media Instructional Hardware</b>	<b>\$0</b>
	<ul style="list-style-type: none"> <li>• No funds need be budgeted in this account at the present time.</li> </ul>	
<b>4036</b>	<b>Instructional Software</b>	<b>\$11,870</b>
	<ul style="list-style-type: none"> <li>• <b>Book Creator</b> - \$700</li> <li>• <b>Brain Pop &amp; Brain Pop Jr</b> (<i>interactive website consisting of content area materials and informal assessments</i>) – \$2,670</li> <li>• <b>Destiny Follett</b> (<i>Library hosting application</i>) - \$1,400</li> <li>• <b>IXL Math</b> - \$1,450</li> <li>• <b>Learning A-Z (Plus, Reading, ELL)</b> - \$300</li> <li>• <b>Learning Ally</b> (<i>assistive technology for reading intervention</i>) - \$1,300</li> <li>• <b>Lexia</b> - (<i>web-based system that provides systematic, sequential, and personalize learning in foundational reading skills delivering norm-referenced performance data</i>) - \$2,300</li> <li>• <b>Read Naturally</b> (<i>cloud-based reading intervention</i>) - \$230</li> <li>• <b>Read &amp; Write</b> (<i>Text Help</i>) - \$230</li> <li>• <b>Seesaw</b> - \$410</li> <li>• <b>Smart Learning Suite</b> (<i>interactive/collaborative learning tool</i>) - \$290</li> <li>• <b>Starfall</b> (<i>content area activities</i>) - \$370</li> <li>• <b>Typetastic</b> (<i>online keyboarding program</i>) - \$220</li> </ul>	

## **GUIDANCE COUNSELING & TESTING**

<b>4037</b>	<b>Salaries Guidance &amp; Counseling</b>	<b>\$52,560</b>
	(50% share of 100% position in #4081)	
<b>4038</b>	<b>Contracted Services Testing</b>	<b>\$6,894</b>
	<ul style="list-style-type: none"> <li>• <b>Amplify (DIBELS 8)</b> - \$1,570</li> <li>• <b>Aperture</b> (<i>SEL Screener</i>) - \$654</li> <li>• <b>iReady Reading</b> (<i>Instructional interventions and assessments</i>) - \$4,670</li> <li>• <b>iReady Math</b> (<i>assessment and personalized instruction paid through ESSER III until FY26</i>) - \$0</li> </ul>	
<b>4039</b>	<b>Testing Materials</b>	<b>\$1,000</b>
	<ul style="list-style-type: none"> <li>• Psychologist's testing materials</li> </ul>	

**MEDICAL & HEALTH SERVICES**

<b>4040 Salaries Nurse</b>	<b>\$100,832</b>
• FY24 = \$100,832	
<b>4041 Substitute Nurse</b>	<b>\$2,588</b>
• (15) days @ \$172.50/day	
<b>4042 Contracted Services School Physician</b>	<b>\$0</b>
• School physician’s services are volunteered	
• No funds need be budgeted in this account at the present time.	
<b>4043 Supplies Medical</b>	<b>\$3,010</b>
• Health office supplies & materials \$2,800	
• Audiometer calibration \$100	
• Defib. Inspection - approximately \$110	
<b>4044 Other Medical Expenses</b>	<b>\$159</b>
• Nurse malpractice insurance	

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**REGULAR DAY TRANSPORTATION**

<b>4045 Regular Day Transportation</b>	<b>\$116,128</b>
• In District transportation provided by the Cape Cod Collaborative	
<b>4094 Transportation Fuel Escalation Charges</b>	<b>\$0</b>
• No funds need to be budgeted in this account.	

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**CAFETERIA**

<b>4075 Salaries Cafeteria</b>	<b>\$43,241</b>
• FY24 = \$63,292	
• Manager Salary (87.5% position)	
• Cafeteria Worker – to be moved to Café Revolving Acct FY25.	
<b>4095 Cafeteria Other Expenses</b>	<b>\$0</b>
• No funds need to be budgeted in this account.	

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**STUDENT ACTIVITY**

<b>4047 Other Student Activity Expense</b>	<b>\$10,000</b>
• Field Trip (entrance & bus fees) & Assembly Funds	

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**FACILITIES MAINTENANCE & UTILITIES**

<b>4048 Salaries Custodial</b>	<b>\$145,737</b>
<ul style="list-style-type: none"> <li>• FY24 = \$155,429</li> <li>• Full-time head custodian; (2) part-time evening custodians (full-time in summer)</li> </ul>	
<b>4049 Substitute Custodial</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No Custodial Substitutes Available – covered in-house/OT</li> </ul>	
<b>4050 Overtime Custodial</b>	<b>\$12,000</b>
<ul style="list-style-type: none"> <li>• Unforeseen additional hours</li> </ul>	
<b>4105 Water</b>	<b>\$5,952</b>
<ul style="list-style-type: none"> <li>• Line item level funded in FY25.</li> </ul>	
<b>4051 Contracted Services Custodial</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No funds need to be budgeted in this account.</li> </ul>	
<b>4052 Custodial Supplies</b>	<b>\$14,210</b>
<ul style="list-style-type: none"> <li>• All cleaning supplies, paper goods, plastic bags, spray disinfectant, hand sanitizer, etc.</li> </ul>	
<b>4053 Other Custodial Expense</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• Clothing allowance &amp; travel reimbursement reclassified to Acct. #4048</li> </ul>	
<b>4060 Fuel Oil</b>	<b>\$73,500</b>
<ul style="list-style-type: none"> <li>• Heating fuel costs</li> <li>• Line item level funded in FY25.</li> </ul>	
<b>4061 Bottled Gas</b>	<b>\$1,188</b>
<ul style="list-style-type: none"> <li>• Price for propane – Cafeteria stove</li> </ul>	
<b>4062 Electricity</b>	<b>\$58,263</b>
<ul style="list-style-type: none"> <li>• Electricity costs</li> <li>• Line item level funded in FY25</li> </ul>	
<b>4063 Telephone</b>	<b>\$2,500</b>
<ul style="list-style-type: none"> <li>• (6) telephone lines</li> </ul>	

**CUSTODIAL OTHER**

<b>4054 Contracted Services Grounds</b>	<b>\$500</b>
<ul style="list-style-type: none"> <li>• Fertilizer &amp; aeration service for soccer field</li> </ul>	
<b>4055 Contracted Services Building</b>	<b>\$11,000</b>
<ul style="list-style-type: none"> <li>• Elevator &amp; lift maintenance/inspection \$3,150, Nauset Disposal \$1,440; boiler &amp; compressor State inspection sticker \$150; carpet cleaning \$1,000; and miscellaneous repairs (i.e. plumbing)</li> </ul>	
<b>4056 Contracted Services Equipment</b>	<b>\$16,600</b>
<ul style="list-style-type: none"> <li>• Playground Inspection \$500, Basketball Hoop inspection \$3,600, HVAC &amp; boilers \$6,000, CC Alarm service \$1,400, fire extinguishers &amp; inspection \$1,200, Freezer maintenance \$520, range inspection \$275;</li> </ul>	

vacuum maintenance/repair \$200, replace fire alarms as warranted,  
& unforeseen expenses

<b>4057 Contracted Services Security</b>	<b>\$18,000</b>
<ul style="list-style-type: none"><li>• Camera/NVR Maintenance</li><li>• PB Project</li><li>• Access Control</li><li>• Continue to add cameras and identify safety measures, and exterior lock system.</li></ul>	

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## CUSTODIAL EXTRAORDINARY MAINTENANCE

<b>4058 Contracted Services Extraordinary Maintenance</b>	<b>\$12,000</b>
<ul style="list-style-type: none"><li>• Unforeseen contract services</li></ul>	

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## SPECIAL NEEDS

<b>4064 SE Teacher Salaries</b>	<b>\$55,783</b>
<ul style="list-style-type: none"><li>• FY24 = One (1) teacher (\$83,225)</li><li>• Partially funded (37% = \$30,772) from IDEA grant</li></ul>	
<b>4097 SE Tutors Salaries</b>	<b>\$0</b>
<ul style="list-style-type: none"><li>• No funds need to be budgeted in this account.</li></ul>	
<b>4066 SE Contracted Services Tutors</b>	<b>\$0</b>
<ul style="list-style-type: none"><li>• No funds need to be budgeted in this account.</li></ul>	
<b>4065 SE Salaries Medical/Therapeutic</b>	<b>\$38,944</b>
<ul style="list-style-type: none"><li>• Speech/Language Pathologist salary</li></ul>	
<b>4067 Contracted Svc Medical/Therapeutic</b>	<b>\$33,996</b>
<ul style="list-style-type: none"><li>• Wellfleet's share of OT/PT salaries (reduction of need for FY25)</li><li>• Vision Services = \$0</li></ul>	
<b>4068 SE Substitute Teachers</b>	<b>\$1,700</b>
<ul style="list-style-type: none"><li>• One (1) SE Teacher; 13 days @ \$127.50/day</li></ul>	
<b>4069 SE Substitutes Long Term</b>	<b>\$7,500</b>
<ul style="list-style-type: none"><li>• Line item covers long-term absences for substitutes for SE Teachers</li></ul>	
<b>4071 SE Substitutes Ed Assistants</b>	<b>\$9,720</b>
<ul style="list-style-type: none"><li>• Up to 15 days each for 6 SE Ed. Assistants at \$108/day</li></ul>	
<b>4070 SE Salaries Ed Assistants</b>	<b>\$210,704</b>
FY24 = \$246,325 5 SE Ed. Assistants (reduced by one SE Ed. Assistant)	
<b>4072 SE Contracted Svcs Prof. Development</b>	<b>\$738</b>
Safety Care, CPR, First Aid training	

<b>4073 SE Textbooks/Software/Media</b>	<b>\$500</b>
<ul style="list-style-type: none"> <li>• Line item for costs of textbooks/software/media for SE students</li> <li>• Line item is level funded for FY25.</li> </ul>	
<b>4074 SE Other Instructional Material</b>	<b>\$1,000</b>
<ul style="list-style-type: none"> <li>• Line item for costs of other instructional materials for SE students</li> <li>• Line item is level funded for FY25.</li> </ul>	
<b>4076 SE Supplies General</b>	<b>\$2,500</b>
<ul style="list-style-type: none"> <li>• Line item for costs general supplies SE students</li> <li>• Line item is level funded for FY25.</li> </ul>	
<b>4077 SE Other Instructional Services</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• Mileage reimbursement for Counselor's home visits, etc.</li> <li>• No funds need to be budgeted in this account.</li> </ul>	
<b>4093 SE Contracted Svcs Inst Technology</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No funds need to be budgeted in this account.</li> </ul>	
<b>4078 SE Supplies Instructional Technology</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• (Re-classified to #4031)</li> <li>• No funds need to be budgeted in this account.</li> </ul>	
<b>4079 SE Instructional Hardware</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No funds need to be budgeted in this account.</li> </ul>	
<b>4080 SE Instructional Software</b>	<b>\$680</b>
<ul style="list-style-type: none"> <li>• Boardmaker - \$200</li> <li>• Learning Without Tears Handwriting &amp; Keyboarding - \$80</li> <li>• News2You - \$400</li> </ul>	

**SE GUIDANCE**

<b>4081 SE Salaries Guidance</b> (50% share of 100% position in #4037)	<b>\$52,560</b>
<b>4092 SE Salaries Clerical</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• No funds need to be budgeted in this account.</li> </ul>	
<b>4083 SE Guidance Travel</b>	<b>\$0</b>
<ul style="list-style-type: none"> <li>• Reimbursement for counselor's mileage</li> <li>• No funds need to be budgeted in this account.</li> </ul>	
<b>4082 SE Testing Materials</b>	<b>\$ 1,000</b>
<ul style="list-style-type: none"> <li>• Testing materials to determine SE services</li> </ul>	
<b>4084 SE Contracted Services Psychological</b>	<b>\$ 5,000</b>
<ul style="list-style-type: none"> <li>• Outside contract evaluations</li> </ul>	

**SE TRANSPORTATION**

<b>4085 Special Education Transportation</b>	<b>\$0</b>
• No funds need to be budgeted in this account.	
<b>4086 SE Summer School Transportation</b>	<b>\$2,016</b>
<b>4087 SE Preschool Transportation</b>	<b>\$44,212</b>
• Wellfleet's bus – 1 minibus dedicated to Wellfleet PK & SE	
<b>4035 SE Out-of-District Transportation</b>	<b>\$0</b>
• Line item covers the cost of transportation for students attending out of District schools.	
• No funds need to be budgeted in this account.	

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**OTHER TRANSPORTATION**

<b>4102 Transportation—McKinney Vento</b>	<b>\$0</b>
• No funds need to be budgeted in this account.	

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**SE TUITION - OTHER**

<b>4088 SE Preschool Tuition</b>	<b>\$49,140</b>
• FY24 = \$64,122	
<b>4089 SE Summer School Tuition</b>	<b>\$1,317</b>
• ESY ( <i>extended school year</i> ) program for SE students; salaries for teachers, ed. assistants, OT & PT services	
<b>4090 SE Tuition Non-Public Schools</b>	<b>\$0</b>
• No funds need to be budgeted in this account.	
<b>4091 SE Collaborative Assessment</b>	<b>\$ 113</b>
• Assessment based upon total school enrollment	
<b>4098 SE Tuition Collaborative</b>	<b>\$0</b>
• No funds need to be budgeted in this account.	
<b>4099 SE Tuition Other Districts</b>	<b>\$86,708</b>
• Funds the tuition to send WES students to programming within the Nauset District.	

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**SCHOOL COMMITTEE**

<b>4001 Salary Committee Secretary</b>	<b>\$ 1,769</b>
• (12) meetings; compensation per contract	
<b>4002 Other School Committee Expense</b>	<b>\$ 850</b>
• Provides for two registrations for the annual MASC conference	

**DISTRICT – SHARED ADMINISTRATIVE**

<b>4003 Salaries Central Office</b>	<b>\$78,258</b>
<ul style="list-style-type: none"><li>• Line item is estimated at this time pending the final approval of the Central Office budget.</li><li>• See separate section of the Central Office Budget for details.</li></ul>	
<b>4004 Other Central Office Expense</b>	<b>\$ 12,208</b>
<ul style="list-style-type: none"><li>• Line item is estimated at this time pending the final approval of the Central Office budget.</li><li>• See separate section of the Central Office Budget for details.</li></ul>	

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<b>AFTERSCHOOL CHILDCARE</b>	<b>\$85,792</b>
<b>4110 Administrative/Site Director</b>	<b>\$24,242</b>
<b>4111 Lead Provider (2)</b>	<b>\$38,928</b>
<b>4112 Program Aid Provider</b>	<b>\$14,684</b>
<b>4113 Substitute Provider</b>	<b>\$ 1,000</b>
<b>4115 Professional Development Admin. Dir.</b>	<b>\$ 450</b>
<b>4115 Professional Development Lead Provider</b>	<b>\$ 418</b>
<b>4115 Professional Development Program Aid Provider</b>	<b>\$ 70</b>
<b>4114 Materials and Supplies</b>	<b>\$ 6,000</b>



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

IV

### OPERATING BUDGETS Inspectional Services ~ Building Department ~ B ~

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	To approve the building departments operating budget as amended
<b>PROPOSED MOTION:</b>	I move to approve the building department operating budget as presented at tonight's meeting.
<b>SUMMARY:</b>	
<b>Project</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____





# SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

IV

## CAPITAL BUDGETS Recreation Department ~ B ~

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	To approve the recreation CAPITAL budget
<b>PROPOSED MOTION:</b>	I move to approve the recreation capital budget for FY25 as presented at tonight's meeting.
<b>Summary:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

# TOWN OF WELLFLEET, MASSACHUSETTS

## SECTION 16: Recreation Department Capital Plan

- FY 2025 Requested Capital Budget and Five-Year Capital Plan
- FY 2025 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

**TOWN OF WELLFLEET, MASSACHUSETTS**

Recreation Department

CAPITAL BUDGET for Fiscal Year 2025 and CAPITAL IMPROVEMENT PLAN FY 2026 through 2030, and years 6-10 THEREAFTER

ASSET TYPE/ITEM	Classification	Dept.	2025		2026		2027		2028		2029		2030		Thereafter Amount
			Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	
<b>FACILITIES AND LAND</b>															
Court Resurfacing Maintenance Program	Extraordinary M	Recreation	10,750	CL	10,750	CL	10,750	CL	10,750	CL	10,750	CL	10,750	CL	53,750
BasketBall Court Lighting	Acquisition	Recreation									25,000	FC			
Skateboard Park Lighting	Acquisition	Recreation							25,000	FC					
Tennis Court Lighting	Acquisition	Recreation												30,000	
Tennis/Pickle Ball Court Lighting	Acquisition	Recreation										30,000	FC		
(See Town-Wide Facilities Plan)															
Subtotal Facilities & Land			10,750		10,750		10,750		35,750		35,750		40,750		83,750
<b>INFRASTRUCTURE</b>															
Subtotal Infrastructure			-		-		-		-		-		-		-
<b>FLEET INVENTORY (VEHICLES)</b>															
Transportation Van	Vehicles	Recreation	59,000	FC											
Subtotal Fleet Inventory			59,000		-		-		-		-		-		-
<b>EQUIPMENT</b>															
Recreation Equipment Replacement Program	Operational Ec	Recreation	9,000	CL	9,000	CL	9,000	CL	9,000	CL	9,000	CL	9,000	CL	45,000
Subtotal Equipment			9,000		9,000		9,000		9,000		9,000		9,000		45,000
<b>TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS</b>			<b>78,750</b>		<b>19,750</b>		<b>19,750</b>		<b>44,750</b>		<b>44,750</b>		<b>49,750</b>		<b>128,750</b>

**TOWN OF WELFLEET, MASSACHUSETTS**

Recreation Department

CAPITAL BUDGET for Fiscal Year 2025 and CAPITAL IMPROVEMENT PLAN FY 2026 through 2030, and years 6-10 THEREAFTER

ASSET TYPE/ITEM	Classification	Dept.	2025		2026		2027		2028		2029		2030		Thereafter Amount
			Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	
<b>ANTICIPATED FUNDING SOURCES</b>															
(CL) Capital Levy (Recurring)			19,750		19,750		19,750		19,750		19,750		19,750		
(CEx) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			59,000						25,000		25,000		30,000		
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other															128,750
<b>TOTAL ANTICIPATED FUNDING</b>			<b>78,750</b>		<b>19,750</b>		<b>19,750</b>		<b>44,750</b>		<b>44,750</b>		<b>49,750</b>		<b>128,750</b>
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

**TOWN OF WELLFLEET, MASSACHUSETTS****CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM****CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2025**

<b>Request Title:</b>	2023 Transit Passenger Van XLT 15 Passenger Van	<b>Amount:</b>	58,050	<b>New/ Replace/ Addition</b>	Replacement
<b>Department:</b>	Beach & Recreation	<b>Type:</b>		<b>Classification:</b>	
<b>Category:</b>				<b>Priority:</b>	1

**DESCRIPTION:** *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

This request is to fund the purchase of a 15 passenger van (See attached documentation for exact specifications) The stakeholders are the youth of the community The Department currently possesses a 2005 van that, having served a vital purpose, is at the point of diminishing returns, requiring annual costly repairs to the brakes, front end and air-conditioning. The cost of staffing and maintenance are already included in the Recreation Budget. The expected useful life of a new van would be 7-10 years.

**BENEFITS/IMPACTS:** *Highlight project benefits, including efficiencies created, service enhancements, cost savings, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Transportation limitations are one of the major impediments to recreation programming. The van is an invaluable resource in facilitating programming at the various amenities and facilities for children and teens, both in Town and around the Outer Cape. The Department has successfully utilized a gifted 2005 van for the past several years transporting children in the summer 5 days a week to local ponds, trails, theater and music venues. In the Fall-Spring months the Department utilizes the van to transport children to after school activities through the community center without walls initiative, including a hiking and foraging program, back and forth to Baker's Field and to various locales around the Outer Cape. With an upgraded vehicle the Department will be able to transport Children to even more up Cape locales to be able to more fully access all the diverse opportunities available. In addition the Wellfleet Elementary School will utilize the van to enhance their programming during the school day as teachers could easily bring students to the many, natural, cultural and environmental locales on Cape Cod to enhance the educational experience of the students. ( see letter of support from Wellfleet Elementary School Principal Adam O'Shea) The gifted van is on it's last legs. Without a replacement van the Department will need to rent a bus/ van every time transport is required the cost of which will severely limit the amount of trips taken.

**JUSTIFICATION:** *Succinctly summarize your request and statement of need.*

The van will allow the Department to significantly increase program offerings without increasing staff or operating costs simply by facilitating transport to currently existing excellent cultural, educational, environmental, social, art music and sports opportunities within the Outer Cape Community, allowing for the enhancement of the successful "Community Center without Walls" concept that seeks to increase programming without the major capital expense of an actual physical Community Center building.

**OPERATING BUDGET IMPACT:** *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

There will be no significant operating budget impact of this request, aside from some additional part time hours for a staff member to drive the van. A new van would not require as much maintenance cost as the current 2005 van does.

**FUNDING:** *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Recreation Fund. Anticipated annual revenue from the Recreation Department for FY 2024 is \$75,000-\$80,000 Options for obtaining another used van from the CCRTA have been explored.

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



## 2023 Transit

PASSENGER VAN XLT

**PAINT** <sup>54</sup>

**COLOR**  
Oxford White | **Included**

### SUMMARY

**\$58,050**  
ESTIMATED NET PRICE <sup>55</sup>

**\$1,035**  
PER MONTH FOR 60 MONTH FINANCE <sup>56</sup>

**PAINT** <sup>S4</sup>

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Oxford White \$0

**POWERTRAIN** <sup>S4</sup>

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3.5L PFDi V6 Engine \$0

Rear-Wheel Drive \$0

10-Speed SelectShift® Automatic Transmission \$0

3.73 Non-Limited Slip Axle \$0

**PACKAGES** <sup>S4</sup>

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302A \$0

Exterior Upgrade Package - SRW \$0

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



**EXTERIOR** <sup>S4</sup>

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16" Steel Wheels with Full Silver Wheel Cover	\$0
235/65R16C 121/119 R BSW All-Season Tires	\$0
Short Arm Power Adjusting, Power-Folding Heated with Turn Signals	\$0
50/50 Hinged Rear Door – 253-degree Opening	\$75
Windows – Tinted Glass	\$0
Running Board – Passenger Side	\$310
Keyless Entry Keypad	\$95
Bumper Front – Body Colored	\$0
Spare Tire and Wheel	\$0
Horn – Dual Note	\$20
Blind Spot Assist 1.0	\$0
Reverse Sensing System	\$0
Front Sensing System	\$0
Side Sensing System	\$0
High Resolution Digital Camera	\$0
Exterior Lighting – High-Intensity Discharge (HID) Headlamps	\$0
Wiper Activated Headlamps	\$0
Exterior Lighting – Front Fog Lamps	\$0
Roof Marker Lamp Delete	\$0
Windows – Fixed Glass, All-Around	\$0

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





**INTERIOR** <sup>S4</sup>

Dark Palazzo Grey	\$0
Dark Palazzo Gray Cloth, 2-Way Manual Driver and 2-Way Manual Passenger Seats	\$0
Large Center Console	\$0
Floor Covering – Full-Length Carpet	\$0
Illuminated Sun Visor	\$0
B-Pillar Assist Handle (Low Roof)	\$0
Rearview Mirror	\$0
Seat Configurations – Fifteen (15) Passenger	\$1,495
Intelligent Access with Push Button Start	\$370
Front and Rear Auxiliary A/C and Heater	\$0
Cruise Control with Adjustable Speed Limiting Device (ASLD)	\$0
Horn – Dual Note	\$20
Back Up Alarm	\$150
Full Rear Compartment Lighting	\$0
SYNC® 4, 12" Multi-Function Display with Connected Built-In Navigation	\$0

## PRICING SUMMARY

BASE MSRP <sup>S1</sup>	\$53,640
OPTIONS <sup>S4</sup>	+ \$2,515
ACCESSORIES <sup>S8</sup>	+ \$0
DESTINATION CHARGES <sup>S17</sup>	+ \$1,895
TOTAL MSRP <sup>S16</sup>	= \$58,050
<b>ESTIMATED NET PRICE <sup>S5</sup></b>	<b>= \$58,050</b>
<b>MONTHLY PAYMENT <sup>S6</sup></b>	<b>\$1,035</b>

Finance based on \$5,805 down payment,  
60 month term and 7% APR, \$0 trade-in-value

YOUR ZIP CODE 02667

CLOSEST FORD DEALER

[Chatham Ford, Inc.](#)

16.93 miles away

[\(833\) 303-8732](#)

Your Configuration: 2023 Transit Passenger Van, XLT, 3.5L PFDi V6 Engine, 3.73 Non-Limited Slip Axle, Transit Long Z50, Low Roof, 148", 10-Speed SelectShift® Automatic Transmission

Pricing shown for Zip code 02667 as of October 18, 2023 <sup>S2</sup>

## Disclosures

Note.

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

S1. Manufacturer's Suggested Retail Price (also referred to as "MSRP", "Base MSRP", "Base Price" or the "Starting At" price), excludes destination/delivery charge, taxes, title, license, and registration and/or electronic filing fees, dealer fees, and total of options.

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

S2. Images shown are for information purposes only, and may not necessarily represent the configurable options selected or available on the vehicle. We cannot be responsible for typographical or other errors, including data transmission, display, or software errors, that may appear on the site.

S3. Offers shown may not be available to all customers. Incentives lists are examples of offers available at the time of posting and are subject to change and expiration. Not all incentives can be redeemed together. To take advantage of rebates, incentives and/or financing offers you must take new retail delivery from dealer stock by the expiration date noted. Not all buyers will qualify for Ford Credit financing or other offers. Restrictions apply. See your local dealer for complete details.

S4. The Option Package price and monthly payment displayed is for illustration purposes, only. Prices and monthly payments may vary based on features included in package, financing terms and availability. Some Options are not available separately. Not all Options or Option Packages are available on all vehicles. See your local dealer for details.

S5. Estimated Net Price is the Total Manufacturer's Suggested Retail Price ("Total MSRP") minus any available offers and/or incentives. Incentives may vary. Excludes taxes, title, and registration fees. For authenticated AXZ Plan customers, the price displayed may represent Plan pricing. Not all AXZ Plan customers will qualify for the Plan pricing shown and not all offers or incentives are available to AXZ Plan customers.

S6. The payment estimator will calculate a monthly payment based on the MSRP of the vehicle you have configured, including the dealer-installed accessories. For authenticated AXZ Plan customers, the price displayed may represent Plan pricing. Not all AXZ Plan customers will qualify for the Plan pricing shown. Actual monthly payment is based on a variety of factors, including differing financing or leasing terms, accessory prices and installation costs. Financing payment calculations are estimates only, and are based on amount of down payment, APR and term. Lease payment calculations are estimates only, and are based on an annual mileage calculation determined by your dealer. A charge is assessed for any mileage driven that exceeds this limit. Lessee is responsible for \$395 lease Disposition Fee in select states. Not all buyers will qualify for financing or a lease. Contact your local Ford or Lincoln Dealer for details.

S7. While dealer inventory is generally updated on a daily basis, there are no guarantees that the inventory shown will be available at the dealership. Mid-model-year manufacturing changes, as well as dealer-added accessories on the actual vehicle may differ from the options and features listed. Vehicles that are identified as 'Exact Matches' may have a different price or different features not represented on the site. We make every effort to provide you with the most accurate, up-to-date information, however, only your local Ford dealer can provide you with information regarding actual vehicle availability.

S8. Dealer Accessories are defined as items that do not appear on the factory window sticker that are installed by a Ford or Lincoln Dealers. Actual Prices for all accessories may vary and depend upon your dealer. Prices DO NOT include installation or painting, which may be required for particular items. Please check with your authorized dealer for complete pricing accuracy for all accessories and parts.

Genuine Ford Accessories will be warranted for whichever provides you the greatest benefit: 12 months or 12,000 miles (whichever occurs first) or the remainder of your Bumper-to-Bumper 3-year/36,000-mile New Vehicles Warranty. Contact your local Ford, Lincoln or Mercury dealer for details and a copy of the limited warranty.

Ford Licensed Accessories (FLA) are warranted by the accessories manufacturer's warranty. Contact your Ford, Lincoln or Mercury Dealer for details regarding the manufacturer's limited warranty and/or a copy of the FLA product limited warranty offered by the accessory manufacturer.

Most Ford Racing Performance Parts are sold with no warranty. Ford Racing Performance Parts are sold "As Is", "With All Faults", "As They Stand" and without any express warranty whatsoever, unless otherwise expressly designated herein. To determine which parts come with a warranty from the original manufacturer, or from Ford Racing, please contact the Ford Racing Techline at (800) FORD788.

S9.  
The "Trade-In Value" of your vehicle is an estimate, only, and many factors that cannot be assessed without a physical inspection of the vehicle may affect actual value. For purposes of this website, we use the services of a third-party vendor to provide Trade-In Value calculations. While we believe this information is reliable, we are not responsible for and do not guarantee the accuracy or reliability of the information. Please see your local Ford dealer for information regarding actual trade-in availability and value.

S10.  
AXZ Plan pricing, including AXZ Plan option pricing, is exclusively for eligible Ford Motor Company employees, friends and family-members of eligible employees, and Ford Motor Company eligible partners. Restrictions apply. See your Ford or Lincoln dealer for complete details and qualifications. Ford Motor Company reserves the right to modify the terms of AXZ Plan pricing or availability at any time. Some dealers may also choose not to participate in plan pricing. Contact your local dealer to determine final pricing.

S11.  
EPA estimated city/highway mpg based on base engine/transmission configuration. Actual mileage will vary.

S12.  
Towing - Properly equipped.

S13.  
For Dealer Ordered vehicles, the vehicle has already been ordered by the dealer and is in the process of being manufactured by the factory. If you are interested in the vehicle marked "Dealer Ordered", contact the dealership for a delivery estimate.

S14.  
The "estimated selling price" is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability and actual price. The Estimated Selling Price shown is the Base MSRP plus destination charges and total of options, but does not include service contracts, insurance or any outstanding prior credit balance. Does not include tax, title or registration fees. It also includes the acquisition fee. For Commercial Lease product, upfit amounts are included.

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

S15.  
The "amount financed" is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability, actual price, and financing options. Estimated Amount Financed is the amount used to determine the Estimated Monthly Payment. It is equal to the Estimated Selling Price of the vehicle less Down Payment, Available Incentives and Net Trade-in Amount.

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

S16.  
Total MSRP is Base MSRP plus options, destination and delivery charges. Excludes taxes, title, and registration fees.

S17.  
Destination Charges are associated with getting the vehicle from the manufacturer to the dealership. Prices listed are MSRP and are based on information updated on this website from time to time.

S18.  
Acquisition Fee is a charge paid by the lessee to Ford Credit to help cover the cost of acquiring and servicing the account.

Note2.  
**For Manufacturer Specific Disclosures See Below**

1.  
Starting MSRP excludes destination/delivery charge, taxes, title and registration. Optional equipment not included. Starting A, Z and X Plan price is for qualified, eligible customers and excludes document fee, destination/delivery charge, taxes, title and registration. Not all vehicles qualify for A, Z or X Plan. All Mustang Shelby GT350 and Shelby GT350R prices exclude gas guzzler tax.

2.  
EPA-estimated city/hwy mpg. See [fuelconomy.gov](http://fuelconomy.gov) for fuel economy of other engine/transmission combinations. Actual mileage will vary. MPGe is the EPA equivalent measure of gasoline fuel efficiency for electric mode operation.



WELLFLEET ELEMENTARY SCHOOL  
100 Lawrence Road ~ Wellfleet, MA 02667

*Adam O'Shea, Principal*

508-349-3101/ Fax: 508-349-1377

December 1st, 2023

Good Afternoon Wellfleet Town Administrator,

This letter is to share my support for the proposal of the purchase of a 15 passenger van. Working in coordination with the Wellfleet Recreation Department, this purchase would be an asset to our students throughout their academic school year.

A major challenge at this point in providing experiences off campus for our students is the limitations of our transportation system. Currently, there is a shortage of drivers available across the Commonwealth, and this is even more exacerbated on the outer Cape. The purchase of a 15 passenger van offers opportunity, as it can be operated by a town employee with a valid Massachusetts license. Additionally, the costs associated with transporting by bus, either Coach, or other have increased exorbitantly.

Secondly, with our enrollment numbers, a 15 person van meets the projected class size of most of our grade levels. This is a more efficient mode of transportation and one that makes sense fiscally, as well as environmentally.

Again, I fully support the purchase of this van and look forward to working in coordination with the Wellfleet Recreation Department to get the most out of this.

Sincerely,

Adam O'Shea  
*Principal*  
*Wellfleet Elementary School*

**TOWN OF WELLFLEET, MASSACHUSETTS - Recreation Department Court Resurfacing Maintenance Program**

**Summary:** Recreation Dept. maintains 3 court based playing surfaces. These require ongoing maintenance in order to prolong the useful life of the facility and avoid unnecessary/costly repairs and significant reconstruction before end of expected life. Since monitored and executed by the Recreation Department, this program is included in the Rec Dept. capital improvement plan, in lieu of the Town-wide facility plan.

**Court Resurfacing Maintenance Program**

**Courts** Mayo Beach Basketball courts, Bakers Field Tennis Courts, and Bakers Field Tennis/pickle ball courts are the 3 playing surfaces maintained by the department. Maintenance standards indicate an approximate 7 year resurfacing regime to prolong the expected useful life of the asset. This results in a 4.3 unit replacement over a 10-year cycle ( $10/7 = 1.43 * 3 = 4.3$ ) @ an average cost of \$25,000 per surface for a total 10-year cost of \$107,500, or \$10,750 annually.

**SkateBoard Park** Is excluded from this maintenance program.

**Annual and 5-Year Cost Calculation:** 10,750 annually for court resurfacing



**TOWN OF WELLFLEET, MASSACHUSETTS - Recreation Department Departmental Equipment Replacement Programs**

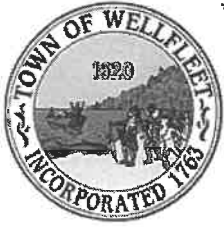
**Summary:** Rec. Dept. has equipment needs that represent assets with a useful life of greater than 1 year and are not provided for within the annual operating budget. To the extent this equipment need is of an ongoing recurring nature and has significant operational impacts, these items are good candidates for a recurring replacement program. These items consist of job required outfitting of a non-controversial nature funding for which has traditionally been provided on an ad-hoc basis.

**Equipment Replacement Program**

AED's	Consists of 2 AED's that are in various condition and age. Estimated cost is 4,000 over 10 year life. $4000 \times 2 = 8,000/10$ , or \$1,000 annually (rounded up).
Basket Ball Hoop apparatus	Hoops, backboard, fasteners, poles are expensive equipment requiring periodic replacement. Rec program provides for 6 such apparatus, with a replacement cost of approximately \$6,000 each and a 10 year estimated life. $6000 \times 6 = 36,000$ cost over a 10-year cycle, or \$3,600, annually.
Court Nets and appliances	The recreation program currently provides for 6 pickle ball courts and 4 tennis courts which require nets, posts and related appliances. These set of appliances average \$2,200 each and have an estimated life of 7 years. Replacement rate is 1.43 over a 10 year cycle so, $10 \text{ nets/appliances} \times 1.43 = 14.3$ unit replacements over 10 years @ average cost of \$2,200 = \$31,460 10 year cost, or 3,100 annually.
SkateBoard Park Equip.	The skateboard park has some ancillary equipment needed periodically to maintain in good condition and working order. Primarily, there is 1 wooden ramp that needs periodic replacement with an estimated cost of \$5,000 and a 5 year life. This results in 2 replacements at a cost of \$10,000 over a 10 year cycle, or \$1,000 annually.
<b>Annual and 5-Year Cost Calculation:</b>	AED's \$1,000; Bakset Ball Hoops \$3,600; Court Nets/appliances \$3,100; Skateboard park \$1,000 = \$9,000 annually (rounded up)

TOWN OF WELLFLEET, MASSACHUSETTS  
 FLEET INVENTORY LIST

Date of Update: 9/1/2023																	CONDITION ASSESSMENT (POINTS)						
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected		Years In Service	Function	Drive System	GVW	PEV Policy Exempt	Combined MPG	Miles	Engine Hours	Age	Miles/Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
							Max Life (Years)	In-Service Date															
Recreation	2006	Ford	ESC0 (Passenger Van)	1FBNE31L26DB30482	M5243A	\$55,000	10	7/1/05	18	Transport	2wd	9,000		13	139,154		18	12	3	4	4	3	44



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

V

### PUBLIC HEARINGS

~ A ~

<b>REQUESTED BY:</b>	<b>JLS Adventures (Julie Simpson), Maurice's Campground</b>
<b>DESIRED ACTION:</b>	<b>To approve the transfer of Seasonal Alcohol license from the Gauthiers to Julie Simpson</b>
<b>PROPOSED MOTION:</b>	<b>I move approve the application received March 11, 2024, for a transfer of Alcohol License to JLS Adventures DBA Maurice's Campground.</b>
<b>SUMMARY:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET  
PUBLIC HEARING

Notice is hereby given that the Wellfleet Selectboard will hold a public hearing on Tuesday April 2, 2024 at 7:00p.m. virtually and in person via zoom and at the Wellfleet Community Center (715 Old King's Highway) to decide the following:

- Application Received March 11, 2024, transfer of Alcohol License; JLS Adventures; DBA: Maurice's Campground, 80 Route 6 Wellfleet MA 02667

WELLFLEET SELECTBOARD

Join Zoom Meeting

<https://us02web.zoom.us/j/85689604806?pwd=b1plVFFBZzViQ0xNWkZKMm9iMVdrcz09>

Meeting ID: 856 8960 4806

Passcode: 611877

Dial by your location

+1 929 205 6099 US (New York)



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

APPLICATION FOR A NEW LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location  | <input type="checkbox"/> Change of Class (i.e. Annual/Seasonal)           | <input type="checkbox"/> Change Corporate Structure (i.e. Corp/LLC) |
| <input checked="" type="checkbox"/> Transfer of License                | <input type="checkbox"/> Alteration of Licensed Premises   | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)  |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name   | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement             |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                            |
|  | <input type="checkbox"/> Other <input type="text"/>  |   | <input type="checkbox"/> Change of DBA                              |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:

Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

**1. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="ON"/>	<input type="text" value="Retail-Package Store"/>	<input type="text" value="Wine + Malt Beverages"/>	<input type="text" value="Seasonal"/>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Market (General) Deli, Beer + Wine Sales.

Is this license application pursuant to special legislation?  Yes  No Chapter  Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name	<input type="text" value="JLS Adventures"/>	FEIN	<input type="text" value="92-2796628"/>
DBA	<input type="text" value="Maurices Campground"/>	Manager of Record	<input type="text"/>
Street Address	<input type="text" value="80 Route 6"/>		
Phone	<input type="text" value="508-349-2029"/>	Email	<input type="text" value="stay@mauricescampground.com"/>
Alternative Phone	<input type="text" value="617-691-7201"/>	Website	<input type="text" value="www.mauricescampground.com"/>

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Square Footage:	<input type="text" value="2000"/>	Number of Entrances:	<input type="text" value="4"/>	Seating Capacity:	<input type="text"/>
Number of Floors	<input type="text" value="2"/>	Number of Exits:	<input type="text" value="4"/>	Occupancy Number:	<input type="text"/>

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:	<input type="text" value="Julie Simpson"/>	Phone:	<input type="text" value="617-691-7201"/>
Title:	<input type="text" value="General Manager"/>	Email:	<input type="text" value="stay@mauricescampground.com"/>

**APPLICATION FOR A NEW LICENSE**

**5. CORPORATE STRUCTURE**

Entity Legal Structure	<input type="text" value="LLC"/>	Date of Incorporation	<input type="text" value="4/1/2023"/>
State of Incorporation	<input type="text" value="MASS"/>	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>Julie Simpson</b>	80 Route 6	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
General Manager	100	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

## 7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes  No

## APPLICATION FOR A NEW LICENSE

### 8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	
B. Purchase Price for Business Assets	
C. Other * (Please specify below)	
D. Total Cost	

\*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
<b>Total</b>	

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

### 9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge?  Yes    No

Please indicate what you are seeking to pledge (check all that apply)    License    Stock    Inventory

To whom is the pledge being made?

# 10. MANAGER APPLICATION

## A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises

## B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?  Yes  No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?  Yes  No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

## C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name

## D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date

## 11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?  
If yes, please fill out section 11.

Yes  No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

### 11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
Maurice's Campground	80 Route 6 Wellfleet, MA 02667	508-349-2029

Name of Principal	Residential Address	SSN	DOB
Julie Simpson	80 Route 6 Wellfleet, MA 02667	[REDACTED]	[REDACTED]
Title and or Position	Percentage of Ownership	Director	US Citizen
General Manager	100	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

#### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

### 11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality



**11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

**11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

**11F. TERMS OF AGREEMENT**

a. Does the agreement provide for termination by the licensee? Yes  No

b. Will the licensee retain control of the business finances? Yes  No

c. Does the management entity handle the payroll for the business? Yes  No

d. Management Term Begin Date  e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

**ABCC Licensee Officer/LLC Manager**

Signature:   
 Title:   
 Date:

**Management Agreement Entity Officer/LLC Manager**

Signature:   
 Title:   
 Date:

## **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

**APPLICANT'S STATEMENT**

I, Julie Suz the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of JLS Adventures (B)A Maurice's Campground  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: Julie Suz  
Title: General Manager

Date: 3/11/2024

**ENTITY VOTE**

The Board of Directors or LLC Managers of  Entity Name  
duly voted to apply to the Licensing Authority of  and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on  Date of Meeting

For the following transactions (Check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location  | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input checked="" type="checkbox"/> Transfer of License                | <input type="checkbox"/> Alteration of Licensed Premises   | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name   | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |  | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

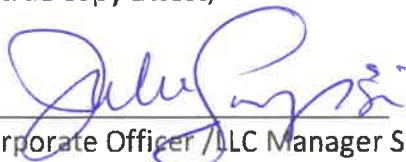
"VOTED: To authorize   
Name of Person

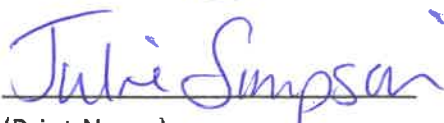
to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint   
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

  
Corporate Officer / LLC Manager Signature

  
(Print Name)

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

## ADDENDUM A

### 6: PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			

Name of Principal	Residential Address	SSN	DOB
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

#### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

### Payment Confirmation

#### YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.



Transaction Processed Successfully.

INVOICE #: f5689de3-50ea-4e77-9a7b-e1553e01917c

FILING FEES-RETAIL	00020-PK-1348	\$200.00
		<b>\$200.00</b>

Total Convenience Fee: \$4.70

Total Amount Paid: \$204.70

Date Paid: 3/8/2024 11:12:03 AM EDT

#### Payment On Behalf Of

License Number or Business Name:  
00020-PK-1348

Fee Type:  
FILING FEES-RETAIL

#### Billing Information

First Name:  
julie

Last Name:  
simpson

Address:  
80 state highway

City:  
welfleet

State:  
MA

Zip Code:  
02667

Email Address:  
stay@mauricescampground.com

## iCORI Account Activation

iCORI <iCORI.submission@chs.state.ma.us>

Fri 3/8/2024 11:26 AM

To: Maurice's Campground <stay@mauricescampground.com>

 Massachusetts

Department of **iCORI**

Criminal Justice Commonwealth of Massachusetts

Seal

Department of Criminal Justice Information Services

### iCORI Account Activation

Your iCORI user account has been created successfully! Please save this email for your records.

The account must be activated before you can perform CORI requests. Please use the link below to log in to iCORI and activate your account. You will need to enter your username and password, along with your Activation Code.

The DCJIS will never ask for your password or other confidential information via email.

Please do not respond directly to this email message. If you have any questions regarding this message, please e-mail us at [iCORI.INFO@state.ma.us](mailto:iCORI.INFO@state.ma.us), or call the Constituent Assistance and Research Unit at 617-660-4640 between 8:00 AM and 5:00 PM Eastern Time, Monday - Friday.

#### Account Details

Username: **Sparky2024**

Activation Code: **4iue4T7yG9AG**

[Log in to iCORI](#)

If you cannot click the above link please cut and paste the entire string below into your browser's address bar.

[https://icori.chs.state.ma.us/icori/direct/login/login.action?\\_p=QJy1SsjxG5OgjsWW0j0YrxIB1bnVYNDc5McpBweRRk4](https://icori.chs.state.ma.us/icori/direct/login/login.action?_p=QJy1SsjxG5OgjsWW0j0YrxIB1bnVYNDc5McpBweRRk4)

© 2012 Massachusetts Department of Criminal Justice Information Services

Executed as a sealed instrument this 7<sup>th</sup> day of April, 2023.


**LESSOR:**  
**TOWN OF WELLFLEET**  
By its TOWN ADMINISTRATOR

  
\_\_\_\_\_

\_\_\_\_\_ 4/7/2023

Richard J. Waldo, Town Administrator

**FOR THE LESSEE:**

  
\_\_\_\_\_

Julie Simpson  
\_\_\_\_\_





## SELECTBOARD

AGENDA ACTION REQUEST

Meeting Date: April 2, 2024

VI

### LICENSES

~ A ~

### Seasonal Alcohol License Renewals

<b>REQUESTED BY:</b>	Executive Assistant ~ Rebekah Eldridge
<b>DESIRED ACTION:</b>	To approve the renewal of Seasonal Alcohol Licenses
<b>PROPOSED MOTION:</b>  <b>SUMMARY:</b>	<b>I move approve the following businesses for their 2024 seasonal alcohol Licenses.</b> <ul style="list-style-type: none"><li>• Wellfleet Motel &amp; Lodge</li><li>• Pearl Restaurant</li><li>• Harbor Stage Company</li><li>• Winslow's Tavern</li><li>• Wellfleet Marketplace</li><li>• Ceraldi</li><li>• Wellfleet Wine &amp; Spirits</li><li>• Wellfleet Beachcomber</li><li>• Maurice's Campground</li></ul>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.  
Commission Chairman

2024

Retail License Renewal

License Number: 00014-RS-1348

Municipality: WELLFLEET

License Name: ~~Wellfleet Motel And Lodge Inc~~

License Class: Seasonal

DBA: ~~Wellfleet Motel & Lodge~~

License Type: Restaurant

Premise Address: ~~146 Rte 6 Wellfleet, MA 02719~~

License Category: All Alcoholic Beverages

Manager: ~~Robert R Wilson~~

Theodore R. Wilson

MA  
02663

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

*Theodore R. Wilson*  
\_\_\_\_\_  
Signature

*3/11/24*  
\_\_\_\_\_  
Date

*Theodore R. Wilson*  
\_\_\_\_\_  
Printed Name

*1*  
\_\_\_\_\_  
Title

Additional Information:

*Already approved. amendments  
waiting on state reconsideration.*

Please sign this form only in the month of March and return to your Local Licensing Authority.

*Investigator Mark Henry*



Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.  
Commission Chairman

2024  
Retail License Renewal

License Number: 00052-RS-1348

Municipality: WELLFLEET

License Name : Slackman Inc

License Class: Seasonal

DBA : Pearl Restaurant

License Type: Restaurant

Premise Address: 250 Commercial Street Wellfleet, MA 02667

License Category: All Alcoholic Beverages

Manager: Alison Hester

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



Signature

JAMES PETERSON

Printed Name

3/1/24

Date

President

Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



**Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission**

Jean M. Lorizio, Esq.  
Commission Chairman

**2024  
Retail License Renewal**

License Number: 00059-GP-1348

Municipality: WELLFLEET

License Name : Harbor Stage Co Inc

License Class: Seasonal

DBA : Harbor Stage Company

License Type: General On-Premises

Premise Address: 15 Kendrick Avenue Wellfleet, MA 02667


License Category: Wines and Malt

Manager: Brenda Withers

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

3/8/24  
\_\_\_\_\_  
Date

Stacy Fischer  
\_\_\_\_\_  
Printed Name

clerk  
\_\_\_\_\_  
Title

Additional Information:

**Please sign this form only in the month of March and return to your Local Licensing Authority.**



Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.  
Commission Chairman

2024  
Retail License Renewal

License Number: 00006-RS-1348

Municipality: WELLFLEET

License Name : Barry And Winslow LLC

License Class: Seasonal

DBA : Winslows Tavern

License Type: Restaurant

Premise Address: 316 Main Street Wellfleet, MA 02667

License Category: All Alcoholic Beverages

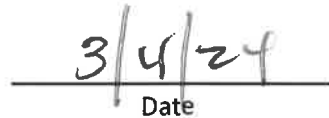
Manager: Tracey Barry Hunt

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
Signature

  
Printed Name

  
Date

  
Title

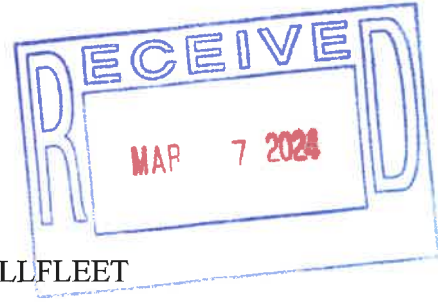
Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.  
Commission Chairman



2024  
Retail License Renewal

License Number: 00022-PK-1348

Municipality: WELLFLEET

License Name : Wellfleet Marketplace Inc

License Class: Seasonal

DBA : Wellfleet Marketplace

License Type: Package Store

Premise Address: 295 Main Street Wellfleet, MA 02667

License Category: All Alcoholic Beverages

Manager: Robert W Medeiros

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
Signature

  
Date

  
Printed Name

  
Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.  
Commission Chairman

2024  
Retail License Renewal

License Number: 00061-RS-1348      Municipality: WELLFLEET  
License Name : Ceraldi Inc      License Class: Seasonal  
DBA : Ceraldi      License Type: Restaurant  
Premise Address: 15 Kendrick Avenue Wellfleet, MA 02667      License Category: Wines and Malt  
Manager: Michael Ceraldi

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

MICHAEL CERARDI  
\_\_\_\_\_  
Printed Name

3/6/24  
\_\_\_\_\_  
Date  
PRESIDENT  
\_\_\_\_\_  
Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.









Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.  
Commission Chairman

2024  
Retail License Renewal

License Number: 00020-PK-1348

Municipality: WELLFLEET

License Name : Maurices Campground Inc

License Class: Seasonal

DBA :

License Type: Package Store


Premise Address: 80 Route 6 Wellfleet, MA 02720


License Category: Wines and Malt

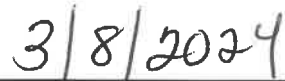
Manager: Maurice M Gauthier

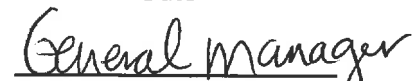
I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

# VII

### BOARD/COMMITTEE APPOINTMENTS AND UPDATES

~ A ~

<b>REQUESTED BY:</b>	Stephen Douglass
<b>DESIRED ACTION:</b>	To be appointed to the Wellfleet Historical Commission
<b>PROPOSED MOTION:</b>  <b>SUMMARY:</b>	I move to approve Stephen Douglass as a voting member to the Wellfleet Historical Commission for a term of three years ending June 30, 2027, to be sworn in by the Town Clerk before voting at a meeting.
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



**TOWN OF WELLFLEET**  
**APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP**

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

FILL OUT THE FORM BELOW and mail or bring it to:  
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Stephen Douglass Date 3/13/2024

Mailing Address P.O. Box 3111  
Wellfleet, MA 02667

Phone (Home) \_\_\_\_\_ (cell) 312-925-6422

E-mail sfdouglass@comcast.net

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Served two 3-year terms on City of Lake Forest (IL) Historic Preservation

Commission 2001 to 2007. Served 5 years on City of Lake Forest Plan Commission 2018 to 2023.

Board Member of the Lake Forest Preservation Foundation 2008 to 2018. Project Architect for historic redevelopments of two National Historic Landmarks in Boston.

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

Master of Architecture, Harvard University, 1981

Master of Business Administration, Harvard University, 1988

Registered Architect in Massachusetts, 1981 to 1996

Year-round resident of Wellfleet.

Committees/Boards of Interest: 1) Historical Commission

2) \_\_\_\_\_

3) \_\_\_\_\_



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

# VII

### BOARD/COMMITTEE APPOINTMENTS AND UPDATES

~ B ~


<b>REQUESTED BY:</b>	<b>The Cable Internet and Cellular Service Advisory Committee</b>
<b>DESIRED ACTION:</b>	<b>To present the board and public the beach Wi-Fi project.</b>
<b>PROPOSED MOTION:</b>	<b>If a motion is needed one will be made at the time of the meeting</b>
<b>SUMMARY:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

---



# Wellfleet Cable, Internet and Cellular Service Advisory Committee


Ocean Beaches Fiber Project  
Select Board Update — April 2nd 2024

 A Big Challenge

---

**Wellfleet's ocean beaches are dangerous data dark spots.**

These data shadows, cast by our dunes, disrupts radio, internet and cellular networks that keep the Town's Public Safety System connected on the shore.

 Our Solution

---

**Get fiber to the dunes and install a wifi network at each beach.**

Using a \$200,000 Massachusetts Municipal Fiber Grant Program + 5% Town Match, Wellfleet will install a Town owned fiber network to Cahoon Hollow, White Crest, and LeCount Hollow beaches

# Coverage

Estimated wifi coverage at beaches is a 180° arc between 500 to 1000 feet in diameter depending on which hardware is installed.

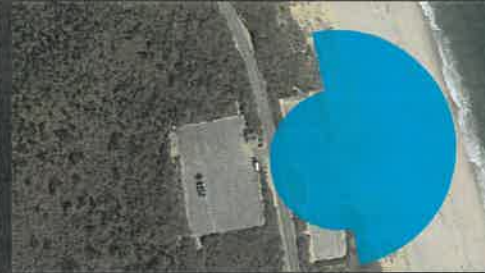
## Cahoon Hollow



3 DAPs covering the beach  
1 ODAP covering the parking lot

1 ODAP covering the load in area (Not in Budget)

## White Crest



3 DAPs covering the beach  
1 ODAP covering the parking lot

## LeCount Hollow



3 DAPs covering the beach  
1 ODAP covering the parking lot



## WiFi Network Options



### Private Network

Password protected network only accessible to town employees.



### Public Network

Open Public network creating de facto 911 call coverage on beaches and lots.  
*Network access acts exactly like the rest of the town's public wifi hot-spots*



### Hybrid (Recommended)

Two networks are broadcast simultaneously, one private and one public.  
*Network access acts exactly like the rest of the town's public wifi hot-spots*

## Project Paths

### Recommended Path

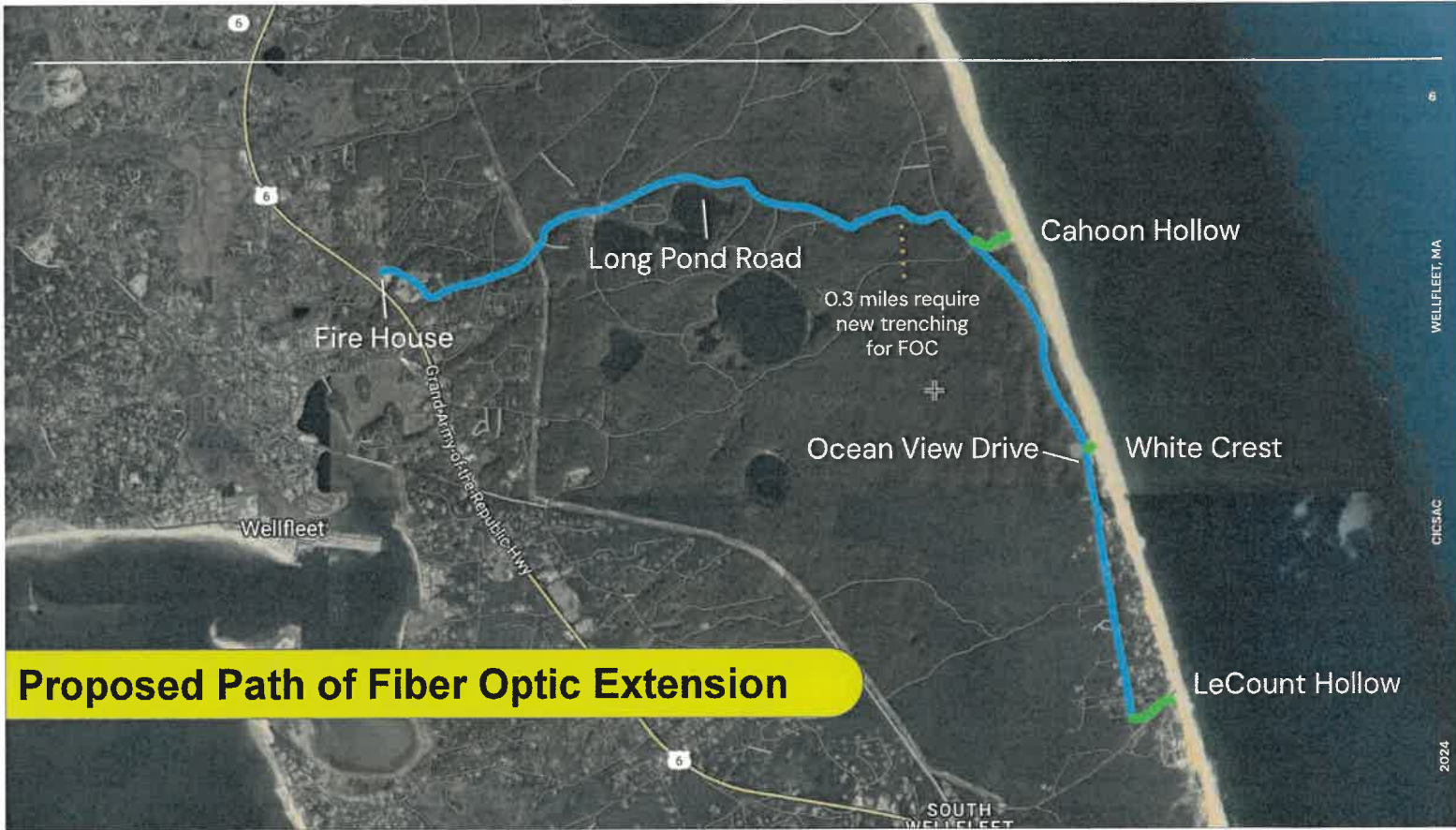
#### — Long Pond Rd

- Ties into our current FON at WFD
- Fully controlled by the town
- Simpler to install and maintain

### Alternative Path

#### — Lecount Hollow Rd

- Requires new node at a 3rd party location (PB Boulangerie)
- Requires a leaseback and Town Meeting Vote with Open Cape for shared bandwidth
- Less expensive (shorter path)
- Added complexity in time to completion
- More complex to maintain extra hardware



**Proposed Path of Fiber Optic Extension**

0.3 miles require  
new trenching  
for FOC

WELFLEET, MA  
CIC3AC  
2024

---

# — Install Locations

Each beach will largely have the same system with location specific adjustments for maximum coverage

# Cahoon Hollow Network Infrastructure

Existing 35' Pole  
Electricity Meter

Fiber Optic Cable  
Electric Cable

DAPs

ODAP

Switch

New 35' Pole





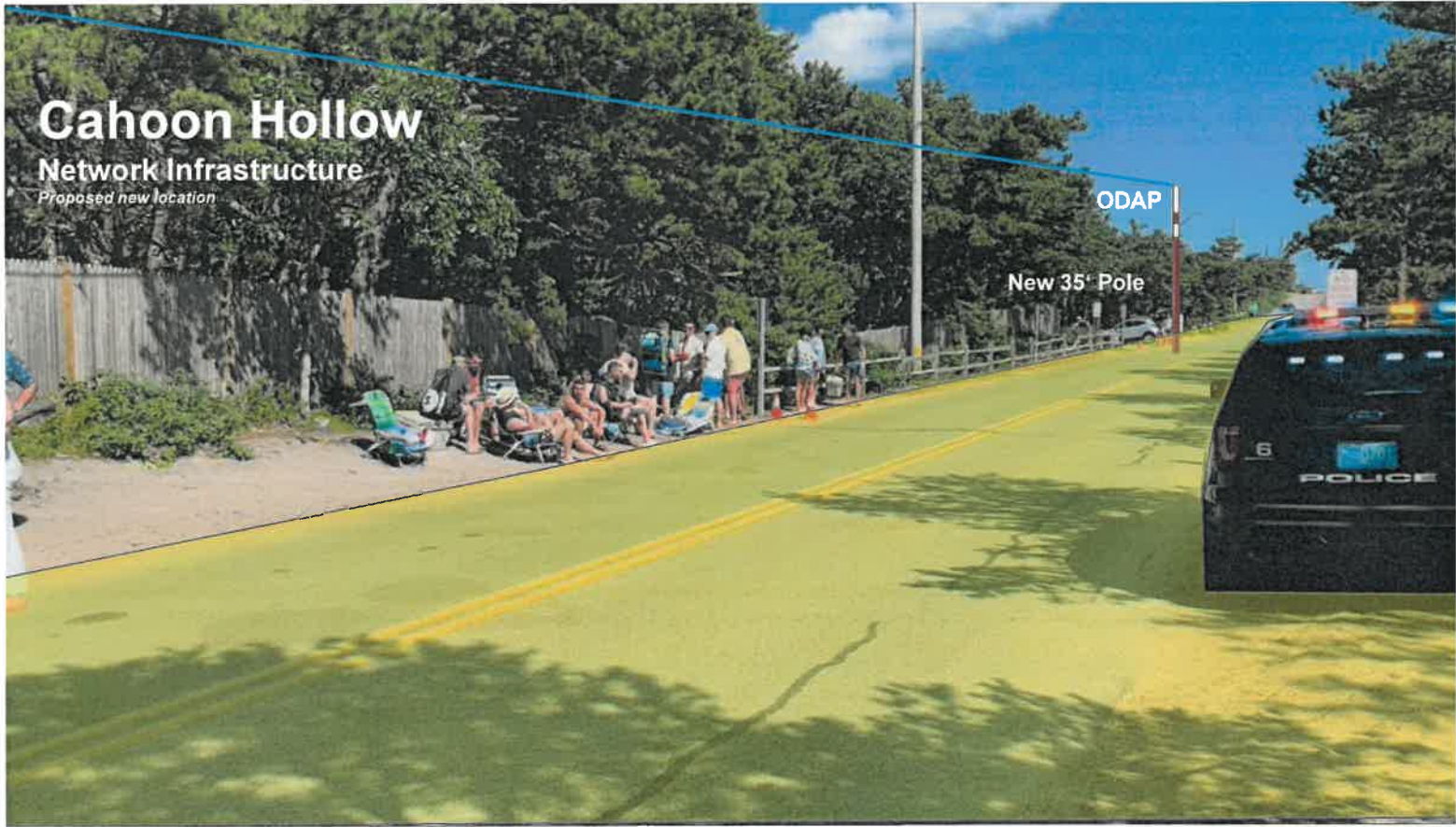
# Cahoon Hollow

## Network Infrastructure

*Proposed new location*

ODAP

New 35' Pole



# Lecount Hollow

Network Infrastructure

10

Cooks By The Ocean



Surf View

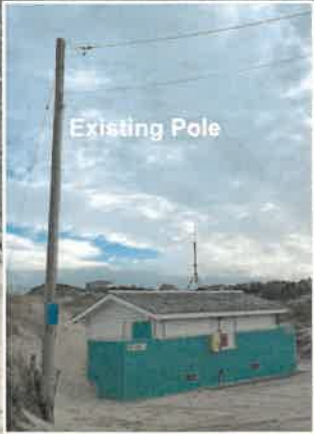


Fiber Optic Cable

Fiber Optic Cable

New 35' Pole

Existing Pole



Existing Pole



Lecount Hollow Rd

WELLFLEET, MA

CIS/SAC

2024

# Whitecrest

Network Infrastructure

Fiber Optic Cable  
Electric Cable

White Crest Beach  
Towering sand  
dunes & surf break

Existing 35' Pole

New 35' Pole

Electricity Meter





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# Budget & Procurement

The Fiber Optic Wires and Electric Service will be procured through an ITB. End point hardware will be conducted through Barnstable County IT as an intermunicipal acquisition through their vendors.

### Indicative Budget Scenarios for Recommended Path

<b>Scenario A</b> ~\$265,000 (\$55,000 Over)	<b>Scenario B</b> ~\$220,000 (\$10,000 Over)	<b>Scenario C</b> ~\$210,000	<b>Scenario D</b> ~\$210,000
Fiber Optic Lateral on proposed route	Fiber Optic Lateral on proposed route	Fiber Optic Lateral on proposed route	Fiber Optic Lateral on proposed route
Comprehensive coverage of all three beaches and lots	Minimal coverage at 3 Beaches	Minimal coverage at 2 Beaches	Comprehensive coverage at Cahoon Hollow

**Note:**

The grant request was for \$250k. We only received \$200k.

With the 5% town match, our original assumptions were accurate that a 250k grant was required to fully realize the project.

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# Wellfleet Cable, Internet and Cellular Service Advisory Committee

Ocean Beaches Fiber Optic Project  
Select Board Update — April 2nd 2024

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—  
**Appendix**



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## **New wood utility poles will be installed at each beach parking lot to provide unobstructed line-of-sight coverage north and south of lifeguard chairs**

—

Pole placement side (north/south) is largely dictated by existing pole locations

—

Poles are anticipated to be placed within 30–40 ft of dune edge

—

~35 ft poles appear with 25–34' visible & 5–6' buried

## Systems Components



### Fiber Optic Cables

Fiber Optic Laterals strung across existing utility poles starting at the Firehouse, running along Long Pond Road and Ocean view Drive with extensions running to each beach parking lot.



### Utility Poles

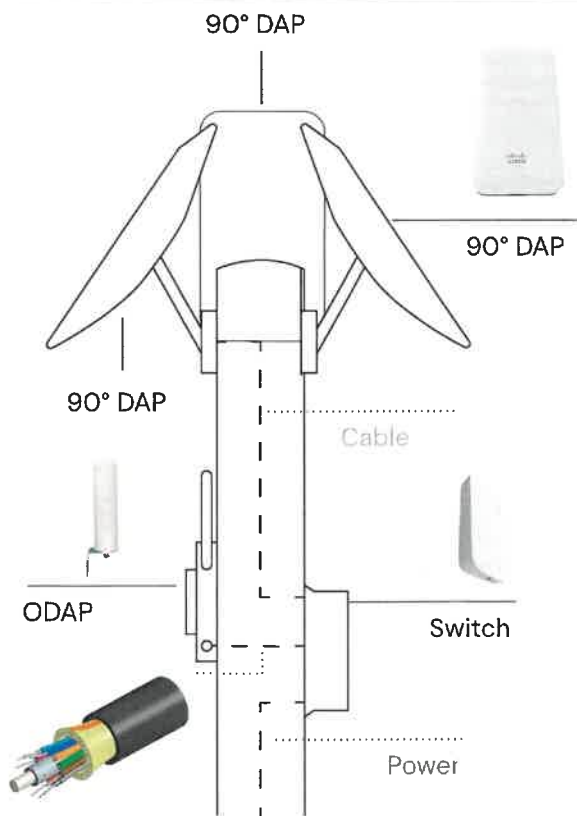
New ~35ft Poles installed as close as safe to the dunes at each beach to host endpoint hardware including terminals and wifi routers.



### Digital Access Points (DAPs)

Weather hardened Wifi Routers (DAPs and ODAPs) broadcast Wellfleet's private and public networks.

*Power exists at each location.*



**An array of weather hardened WiFi routers (DAPs) will be installed on each pole that broadcast the town's network.**

**Default is a fully capable system that can operate as either a closed or open system, or hybrid.**

- 1) Private network for authorized town employees
- 2) Public network creating de facto 911 call coverage on beaches and lots. Priority given to private network.

**Meraki MR70 Access Point**

- 1000 client WiFi
- 500-1000 ft range
- 90° arc
- 19" x 10" x 4"
- 3 per beach

---

# — Future Opportunities

With a robust fiber infrastructure running from CHB to LHB, there are a number of opportunities to expand the network with a variety of public safety and municipal systems.



## Future Extensions



### Cameras

Installed as either stand alone camera or integrated into street lights, cameras can be networked into WPD surveillance system.

Additionally, the can be used to monitor parking, ocean conditions, etc.



### 800mhz DVRS

Installed on the new poles, we can deploy 800 mhz radio relays to enhance the coverage of Police and Fire Radios



### Enhanced Parking Monitors

With connectivity, the town could implement autonomous parking solutions to allow entrance for authorized vehicles, add day pass point of sale systems, and monitor availability remotely.

# Alternative Path

New Lateral  
12 Strand / 4,800 Ft.

New Lateral  
24 Strand / 5000 Ft.

New Lateral  
36 Strand / 3,750 Ft.

## CAVEATS

Requires 3rd party agreement with PB to house new node.

Requires licensing agreement with OC to share bandwidth

New Node  
(Located at PB Boulangerie)

OpenCape Backbone

## Comparing Scenarios

—

### LeCount Hollow Option (Open Cape)

Current projected cost (assuming full rollout) \$237,500  
Of which, Wellfleet, \$37,500 (incl. \$10,000 copay)

#### Pros

Lower cost

#### Cons

Requires extensive negotiations with OpenCape and CoLocation partners

Time-consuming, requires engagement from partners already committed with other priorities

May require Town Meeting approval for resulting contracts

—

### Long Pond Option

Current projected cost (assuming full rollout) \$265,000  
Of which, Wellfleet, \$60,000 (incl. \$10,000 copay)

#### Pros

Full control over assets

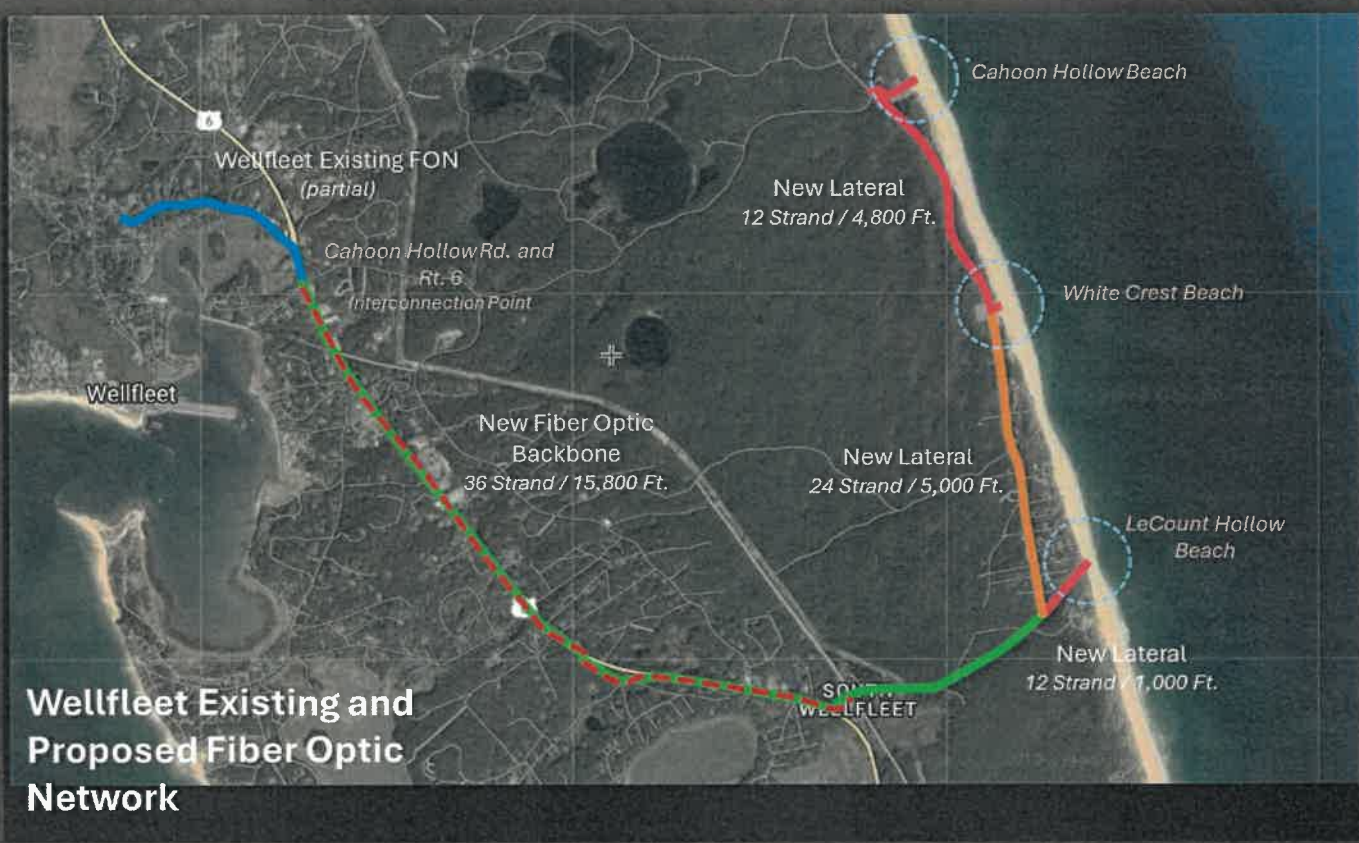
No need for partner negotiations or dependency

Likely faster execution

Simpler install and maintenance

#### Cons

Higher cost



**Wellfleet Existing and Proposed Fiber Optic Network**

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—  
**We are seeking SB support to  
move forward with an ITB for  
the Beach Fiber Project.**



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

# VII

### BOARD/COMMITTEE APPOINTMENTS AND UPDATES

~ C ~

<b>REQUESTED BY:</b>	<b>Wellfleet Energy &amp; Climate Action Committee ~ Suzanne Ryan-Ishkanian</b>
<b>DESIRED ACTION:</b>	<b>To speak to the board about upgrading their committee to the next level, from Green Communities to Climate Leader.</b>
<b>PROPOSED MOTION:</b>	<b>If a motion is needed one will be made at the time of the meeting.</b>
<b>SUMMARY:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____





# Board of Selectmen

## Request for Placement on Agenda

Name: Suzanne Ryan - Ishkanian  
Address: PO Box 93 - 90 Pleasant Pt. Rd. 02663  
Company or Organization Representing: Energy + Climate Action Comm.  
Phone Number: 774-208-8627  
Email Address: Suzeryan01@gmail.com

Specific Request: The Energy + Climate Action Comm. seeks approval from the Select Board to upgrade our Green Communities status to the next level: Climate Leader Communities. This status will enable Wellfleet to get special funding for decarbonizing town Property. The deadline is April 12 for qualifying for the first phase of this program and requires Select Board approval.

To be Filed out by Dept. \_\_\_\_\_

Applicant Notified: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

*Creating A Clean, Affordable, Equitable and Resilient Energy Future For the Commonwealth*

**DER**

Massachusetts Department  
of Energy Resources

**COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF ENERGY RESOURCES**

*Elizabeth Mahony, Commissioner*

# **Green Communities 2.0 (Climate Leader Communities)**

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**Fall 2023**

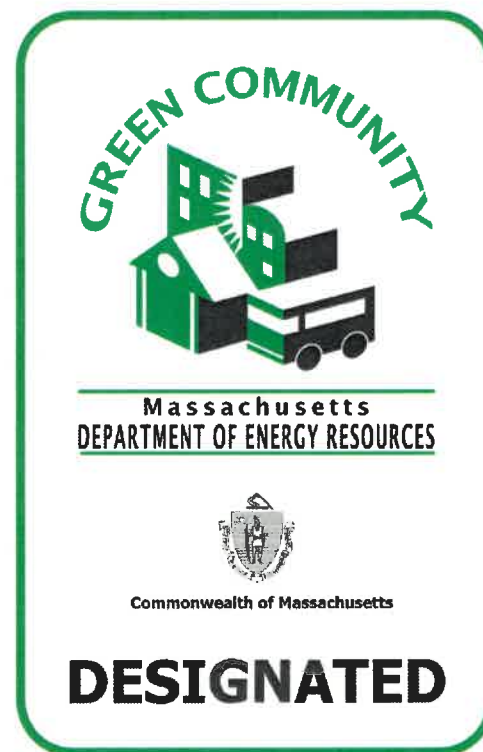


# Green Communities Designation and Grant Program

**Established by the Green Communities Act of 2008**

## Designation Criteria

1. Adopt as-of-right siting for renewable/alternative energy generation, research and development, or manufacturing
2. Adopt expedited permitting process
3. Create an energy use baseline and a plan to reduce municipal energy use by 20% in 5 years
4. Purchase only fuel-efficient vehicles
5. Reduce life-cycle costs of new construction by adopting the stretch energy code

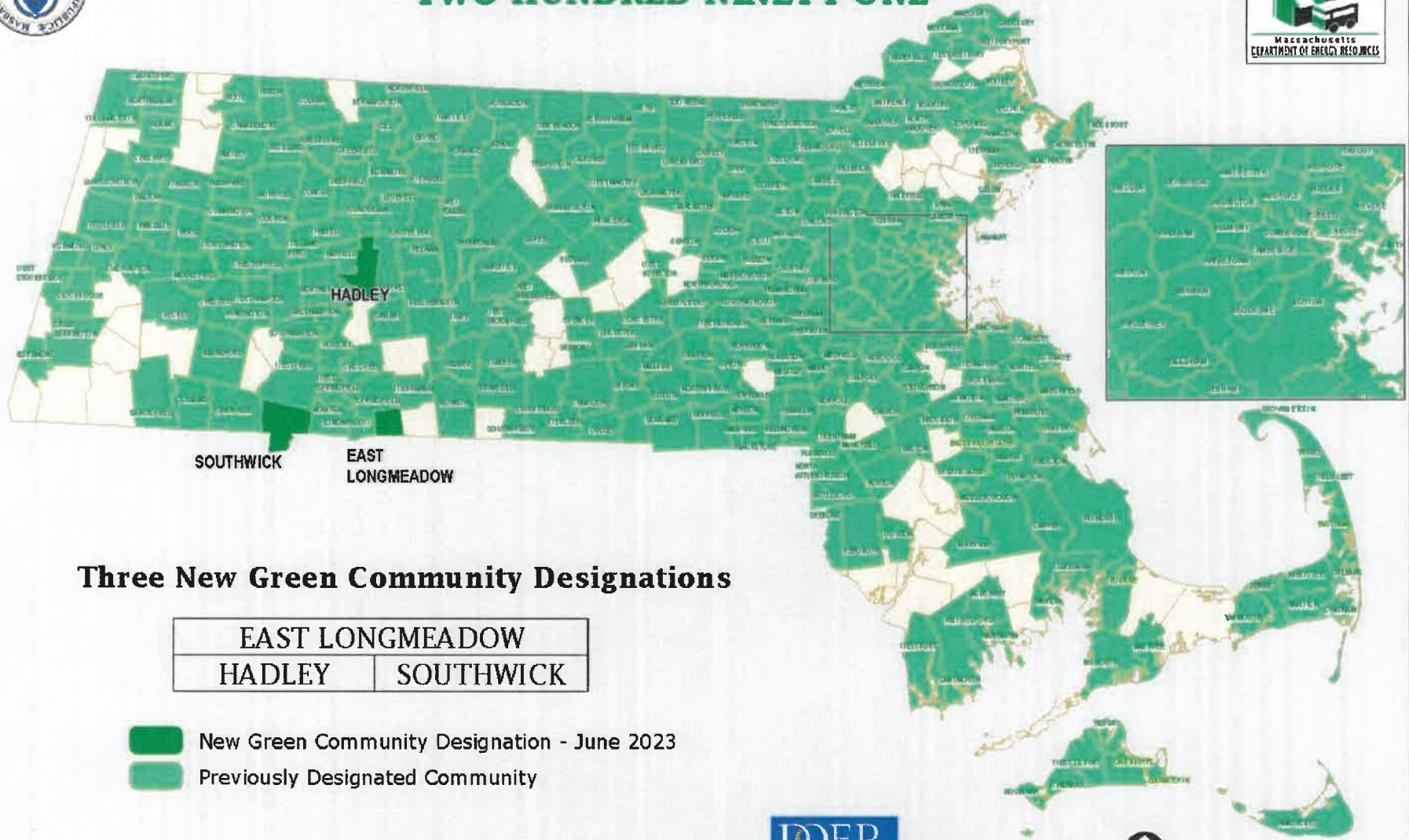


## Eligible for Grants on Municipal Property

- Energy efficiency projects
- Renewable energy projects



# GREEN COMMUNITY DESIGNATIONS REACH TWO HUNDRED NINETY-ONE



## Three New Green Community Designations

EAST LONGMEADOW	
HADLEY	SOUTHWICK

- New Green Community Designation - June 2023
- Previously Designated Community



J. Pfister, 5-25-23



20

Miles

# Climate Leader Program

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Align resources for municipalities with EEA climate and energy goals

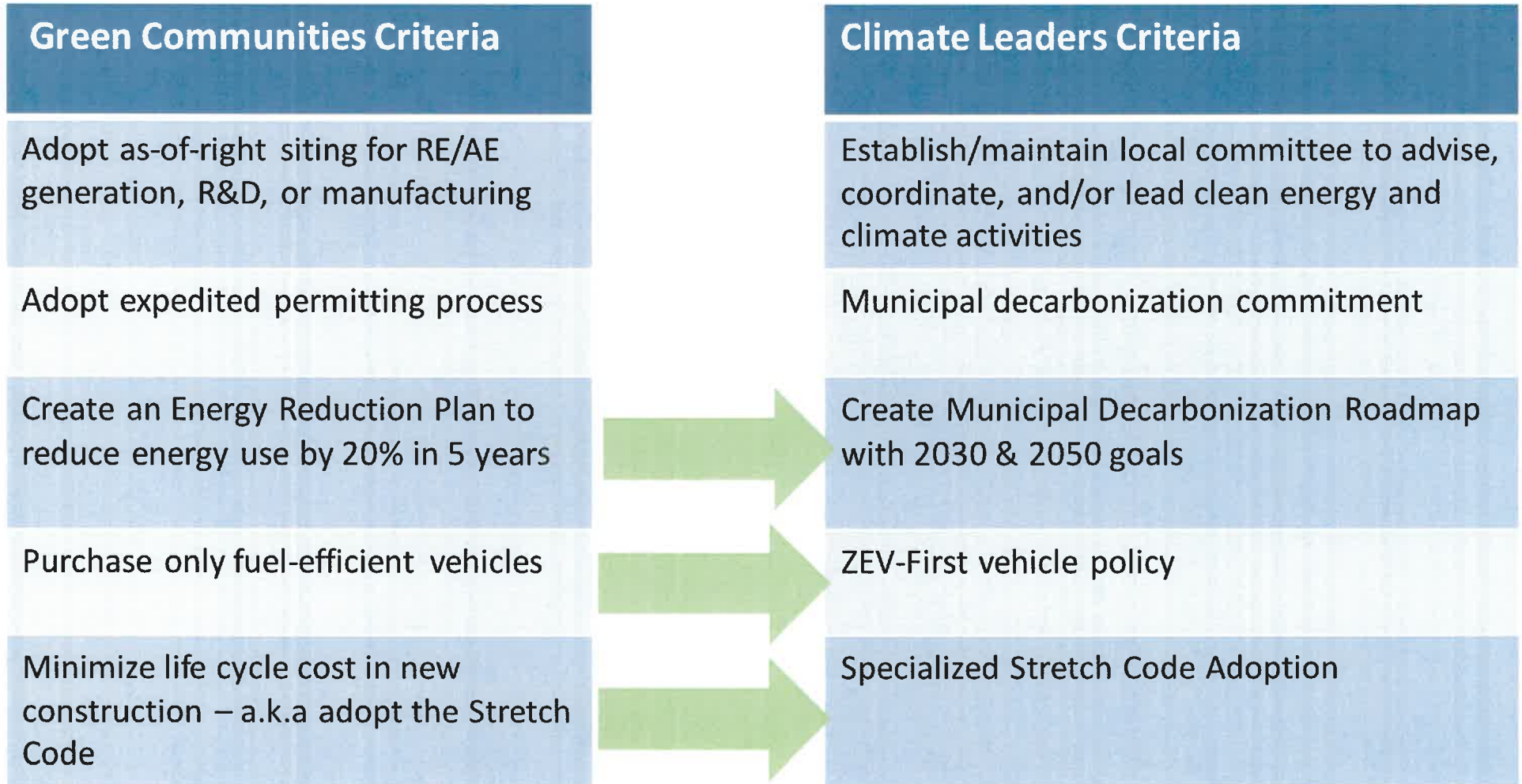


Provide framework for municipalities seeking higher climate ambition



Enhance engagement and forward progress with municipalities

# Program Evolution: From Green Community to Climate Leader





# Climate Leaders Conceptual Design

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## Requirements for Certification

- Must be an existing Green Community in “good standing”
- Establish/maintain a local committee to advise, coordinate, and/or lead clean energy and climate activities
- Commit to municipal decarbonization by 2050 and formulate a roadmap for implementation
- ZEV-First vehicle policy
- Specialized Stretch Code Adoption

## Requirements for Recertification (every 3 years)

- Demonstrate meeting the Certification requirements
- Update Decarbonization Roadmap
- Implement one Community Engagement Climate Leader best practice

## *Potential* grant funding opportunities

- Implementing Climate Leader Best Practices
- Municipal building electrification/decarbonization
- Seed funds for a municipal clean energy/climate coordinator
- Support for on-site solar PV + storage for existing buildings and new construction
- Support for geothermal for existing buildings and new construction
- Other innovative projects

## What is a Green Community “in good standing?”

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- Submitted most recent Green Communities Annual Report
- Confirming still meet 5 Criteria
- No active moratoriums on ground mounted solar and/or battery energy storage

## Details on local “climate team”

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- Name of committee, list and affiliation of current members
- The mission or charge of the committee
- For teams can also be a collaboration with a local community-based organization

# Details on Decarbonization Commitment

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- Clean energy/climate resolution
- Climate Action Plan
- An affirmation from the municipal Chief Executive Officer that the city or town remains committed to the goals articulated in the Metro Mayors Coalition Climate Mitigation Commitment

Arlington	Boston	Braintree
Brookline	Cambridge	Chelsea
Everett	Malden	Melrose
Newton	Quincy	Revere
Somerville	Winthrop	



# Decarbonization Roadmap

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- For municipal operations only
- Guidelines for existing buildings:
  - Include as a design option an alternative to fossil fuels for thermal energy that includes low- or zero-carbon fuels or alternative electricity technologies
  - If not practical, projects shall ensure that steps are taken to incorporate plans for the future transition to low or zero-carbon fuels
  - Incorporate building envelop upgrades when technically and fiscal feasible
  - Establish low target energy use intensity
  - Where appropriate , design and install renewable energy and energy storage, while building the infrastructure necessary to support future installations
  - Maximize resilient design to protect critical infrastructure

# Decarbonization Roadmap

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- For new construction or substantial renovation:
  - Strive to achieve zero net energy, where sufficient renewable energy is generated onsite to offset the building's annualized energy consumption
  - Implement energy storage wherever possible, especially when paired with onsite renewables
  - Prioritize sites that provide access to public transportation and alternative modes of transportation

## Zero Over Time

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Roadmaps to use the “Zero Over Time” approach highlighted in the Rocky Mountain Institute’s Guide [\*Best Practices for Achieving Zero Over Time for Building Portfolios\*](#) that uses **triggering events**, such as the:

- End of life of HVAC equipment
- Building renovation
- Roof replacement
- Building replacement

The roadmap should include interventions that reduce the use of fossil fuels onsite by utilizing the information provided above and identify when the interventions will take place

# Focus on Eliminating on-site Fossil Fuels

Targets	2027	2030	2040	2050
Reduce emissions from onsite fossil fuels	-20%	-35%	-60%	-100%
Zero emission vehicles (ZEVs) in light-duty fleet adoption	5%	20%	75%	100%
Zero emission vehicles (ZEVs) in heavy-duty fleet adoption	0%	20%	50%	100%
Energy Use Intensity reduction (deep energy retrofits/retro commissioning)	-20%	-25%	-25%	-30%
<b>Total Emissions Reduction Goals (% of 2022 emissions)</b>	<b>&gt;15%</b>	<b>&gt;35%</b>	<b>&gt;65%</b>	<b>&gt;95%</b>

## Zero Emission-First Vehicle Policy

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- When a vehicle is identified for replacement, acquisitions of ZEVs must be prioritized
- Acquisitions must adhere to the following vehicle efficiency hierarchy:
  - Priority 1: BEVs (and FCEVs)
  - Priority 2: PHEVs
  - Priority 3: HEVs
  - Priority 4: Most fuel-efficient internal combustion or vehicles that run on alternative fuels in accordance with requirements of the Green Communities Fuel Efficient Policy

# Adopt the Opt-In Specialized Code

## Specialized Code: Adoption process & Timeline

Specialized code adoption at the local level, similar to prior stretch code process:

- Warrant article
- Town Meeting bylaw or City Council ordinance vote
- Effective date: Jan 1, or July 1
- Recommend 6-12 months after adoption



### ANNUAL TOWN MEETING 2020 Warrant Article Guide

#### ARTICLE 1 - TOWN REPORT

Through this article, the town accepts responsibility of every department and committee to work for the good of the town.

#### ARTICLE 2 - FISCAL BUDGET

This article approves the operating budget for the Town, including public works and other services. It also approves the budget for the year starting on July 1, 2020. The budget includes all personnel, contractual services, goods and other payments. You can find information on the budget in the warrant and our town Manager's Proposed FCS Budget. [View More Information](#)

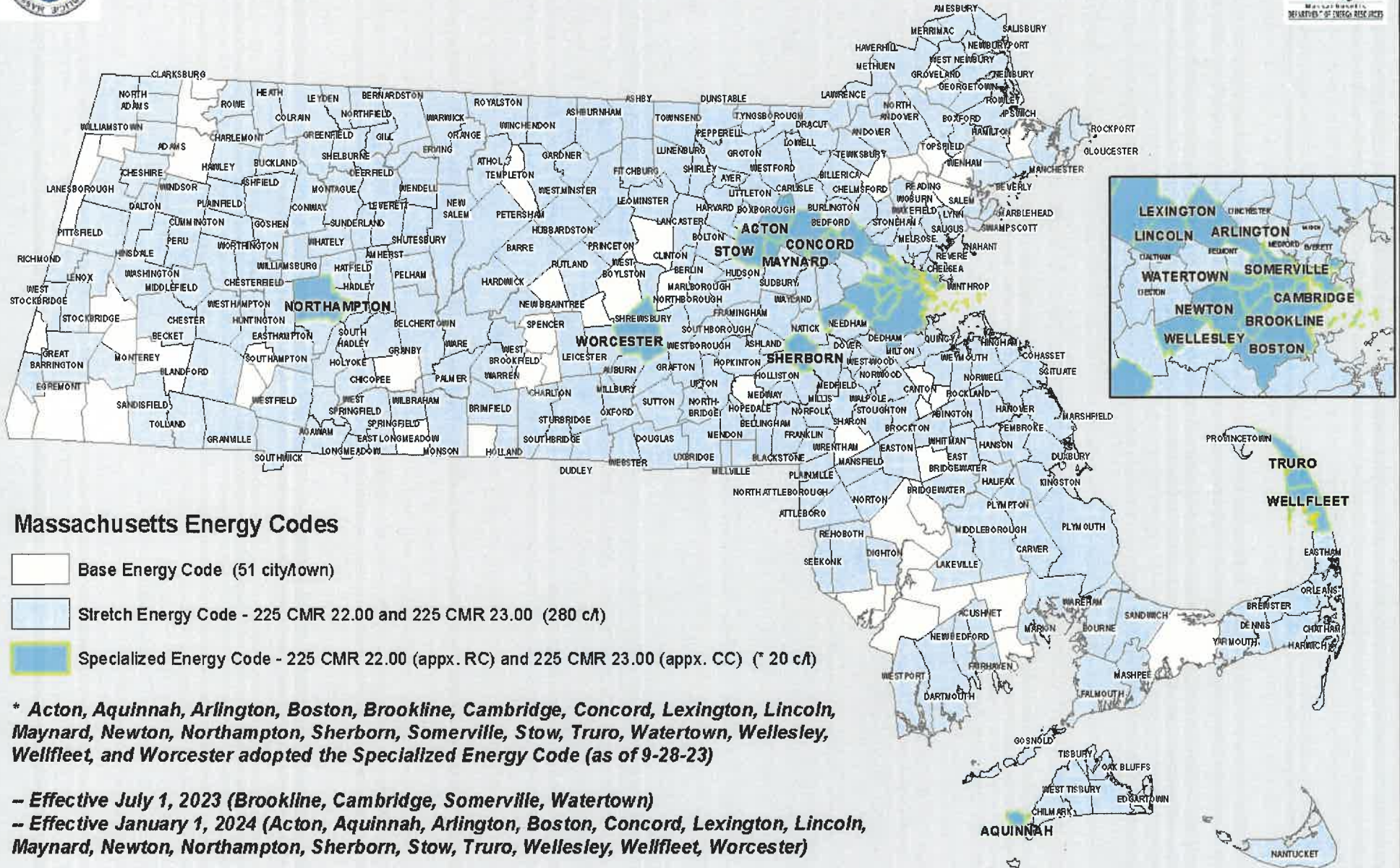
#### ARTICLE 3 - FISCAL CAPITAL BUDGET

This article approves capital funds for the town that are under \$500,000. You can find more information on the capital budget in the warrant and our town Manager's Proposed FCS Budget. [View More Information](#)





# Massachusetts Building Energy Code Adoption by Municipality



## Proposed Climate Leaders– Best Practices Recommended

Communities must implement one Community Engagement Activity for 1st recertification cycle

Clean energy and climate policy/planning	Community Engagement – Equity Consideration Required	Clean transportation & mobility
Commercial Property Assessed Clean Energy (C-PACE)	Community Climate Action/Net Zero Plan	Incorporate EV charging stations in parking and/or zoning regulations
Tree City USA Certification	Community Choice Aggregation with 100% Class 1 renewable option	Deploy and/or actively promote the use of publicly accessible EV charging stations within community.
Building benchmarking/performance ordinance	Community Clean Energy Campaign (Solarize, HeatSmart, EV promotion, etc.)	Tier 3 Complete Streets certification <b>PLUS</b> implementation one policy/plan addressing bike/pedestrian safety and access
Streamline permitting for renewables	Youth outreach/education	Fleet electrification plan
Additional "Green Zoning" to promote smart growth, including walkability, reduce heat island effect, and reduction in water runoff	Targeted clean energy for historically marginalized and over-burdened populations. Can be in conjunction with MassSave Community First Partnership and/or Mass CEC's EmPower program	Deploy and/or actively promote EV/E-Bike or "regular" bike share *
Land Policies promoting carbon sequestration	Climate/clean energy event	School bus electrification plan
Electricity for municipal use purchased via competitive supply at least double the minimum RPS Class 1 requirements	<b>Participating in MVP 2.0</b>	Development and promotion of local mobility hub OR micro-mobility



## Funding for Implementation

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- Estimated \$200,000 Year 1 Roadmap assistance
- Estimated \$250,000 Year 1 Deep Energy Retrofit Studies match (*\$25k per study x 10*)
- MassEnergyInsight enhancement to estimate emissions reductions due to clean energy interventions

# Why Be a Climate Leader

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## Access to Enhanced Grants

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- Climate Leader Grants – under consideration:
  - On-site solar + storage on fully electrified buildings
  - On-site solar + storage on new construction
  - Support for ground source heat pumps for existing and new construction
  - Seed funds for energy/sustainability manager (can be shared)
  - Activities on best practices list
  - Other innovative projects
- Part of Competitive Grant application

# Timeline

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Fall 2023	Winter 23-24	Spring 2024
Finalize guidance docs	Award TA	Continue working with communities
Issue EOI	MassEnergyInsight updates	Support Specialized Code votes
Issue RFQ and contract for TA	If interest, organize cohorts of communities to work together	Start accepting applications: deadline 6/30
Issue PON for TA	Draft and Issue Green Communities PON to include Climate Leader section	

# Green Communities Contacts

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Regional Coordinators act as direct liaisons with cities and towns

**Northeastern MA: Dillan Patel**  
[Dillan.Patel@mass.gov](mailto:Dillan.Patel@mass.gov)



**Central MA: Kelly Brown**  
[Kelly.Brown@mass.gov](mailto:Kelly.Brown@mass.gov)  
617-780-8144 - cell



**Western MA: Chris Mason**  
[Christopher.Mason2@mass.gov](mailto:Christopher.Mason2@mass.gov)  
857-753-2159 - cell



**Southeastern MA: Lisa Sullivan**  
[Lisa.M.Sullivan@mass.gov](mailto:Lisa.M.Sullivan@mass.gov)  
617-312-4018 - cell



**Joanne Bissetta, Director - [Joanne.Bissetta@mass.gov](mailto:Joanne.Bissetta@mass.gov)**

**Mark Rabinsky, Deputy Director - [Mark.Rabinsky@mass.gov](mailto:Mark.Rabinsky@mass.gov)**



## CLIMATE LEADER COMMUNITIES CERTIFICATION AND GRANT PROGRAM




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# PROGRAM GUIDANCE

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## INTRODUCTION

The Green Communities Act of 2008 established the Green Communities Designation and Grant Program, creating the framework for achieving designation status and awarding grant funds to municipalities for energy efficiency projects. Since then, the vast majority of Massachusetts municipalities have voluntarily become designated Green Communities, partnering with DOER on hundreds of projects resulting in energy and costs savings.

However, the goals articulated in the [2021 Climate Law](#) and the [Massachusetts Clean Energy and Climate Plan for 2025 and 2030 \(CECP\)](#) pivot the focus from energy reduction to greenhouse gas reduction. As a result, DOER's programs supporting municipalities are also pivoting. The Climate Leader Communities certification program, evolving from the Green Communities program, creates a new voluntary framework for meeting these goals by providing tools and resources to help municipalities reduce emissions by electrifying non-electric energy uses and maximizing the efficiency of buildings and transportation. The following guidance describes the Green Communities Division's Climate Leader Communities Certification and Grant Program process (pursuant to M.G.L.c. 25A §10 (b)).

Becoming certified as a Climate Leader Community provides access to grant funding to a municipality to support all or a portion of the cost of:

- studying, designing, constructing and implementing energy efficiency activities including, but not limited to, energy efficiency measures and projects;
- procuring energy management services;
- adopting energy efficiency policies; and,
- siting activities related to and construction of renewable energy generating facilities on municipally owned property.

**The Climate Leader Community Certification process requires a sequence of steps:**

- 1) To understand all the requirements of becoming a Climate Leader Community, it is important to review the detailed guidance for each requirement, which can be found at the Climate Leader Community Certification and Grant Program page of DOER's website.
- 2) A municipality applies to DOER's Green Communities Division (the, "Division") for certification that they have demonstrated compliance with the requirements established by the Division to become a Climate Leader Community. These requirements, along with documentation submission guidelines, are outlined in this document. **Please note: if all the required documents listed are not included as part of the submission, the Division reserves the right to reject the application in its entirety.**
- 3) The Division reviews the application and determines whether a municipality meets the requirements. The Division then informs the municipality of its decision. If certified a Climate Leader Community, the

municipality will be informed, and will be eligible for enhanced grant funding opportunities through the Green Communities Division.

- 4) Climate Leader Communities will be required to recertify every three (3) years by updating their roadmaps AND demonstrating that they have implemented at least one activity from the Climate Leader Communities Best Practices List. When recertifying for the first time, Climate Leaders will need to select a best practice from the Community Engagement category.

## INSTRUCTIONS

### **Certification Application (Required)**

To receive official certification, the applicant must complete the Climate Leader Certification Application and submit it to the Division for review. Once the Division has completed its review, it will notify the applicant whether it has been certified a Climate Leader Community.

### **Deadline for Certification Application**

**Certification applications for fiscal year 2025 will be accepted through June 30, 2024. Applications must have all post-review issues resolved by August 16, 2024, to be considered for certification.**

**To apply:** Application is an entirely online process; no hard copies of any documents are to be submitted. Instructions for applying online will be provided. Contact your Green Communities Regional Coordinator for access to the Climate Leader Communities Online Certification Application system.

### **Grant Application (Required for funding)**

Once certified each Climate Leader is eligible to submit a proposal for the use of its enhanced grant funding via the Green Communities competitive grants. Certified Climate Leader Communities must fill out a grant application (provided by DOER) and submit it for consideration.

Grant awards resulting from this process will be governed by 815 CMR 2.0.





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## Requirements for Becoming Certified as a Climate Leader Community

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### REQUIREMENTS FOR MEETING THE CRITERIA TO BE CERTIFIED AS A CLIMATE LEADER COMMUNITY

A municipality must do ALL the following:

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#### REQUIREMENT #1: MUST BE A GREEN COMMUNITY IN “GOOD STANDING”

A municipality seeking Climate Leader Community certification must be an existing Green Community in good standing as documented by the most recent fiscal year’s Green Communities Annual Report. The Annual Report shall demonstrate the municipality continues to meet the five Green Communities Designation Criteria as established by M.G.L Ch. 25A Sec. 10 (c). Municipalities shall be considered to be in “good standing” if they:

- Maintain the zoning provisions that established the as-of-right siting of a) renewable or alternative energy generating facilities; or b) renewable or alternative energy research and development (R&D) facilities; or c) renewable or alternative energy manufacturing facilities in their Green Communities Designation application for meeting Criterion 1.
- Maintain the expedited application and permitting process under which Criterion 1 facilities may be sited within the municipality, in accordance with the Green Communities Designation application for meeting Criterion 2. Municipalities with active moratoriums on the permitting of ground-mounted solar PV systems and/or battery energy storage systems are NOT considered to be in “good standing” for the purpose of Climate Leader certification.
- Provide updated data related to the municipality’s energy usage and progress toward its twenty percent (20%) percent energy reduction goal, in accordance with its Energy Reduction Plan submitted to meet Green Communities Designation Criterion 3.
- Maintain adherence to the municipality’s Fuel-Efficient Vehicle Policy, in accordance with Green Communities Designation Criterion 4.
- Comply with the requirements of the Stretch Energy Code (225 CMR 22 and 23), in accordance with Green Communities Criterion 5



**Documentation Required**

Submission and approval of the most recent Green Communities Annual Report

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**REQUIREMENT #2; ESTABLISH/MAINTAIN A LOCAL COMMITTEE TO ADVISE, COORDINATE, AND/OR LEAD CLEAN ENERGY AND CLIMATE ACTIVITIES**

Municipalities must either establish or maintain a local committee that advises and helps to coordinate clean energy and climate activities in the municipality.

Municipalities that do not have such a committee can establish the local committee by City Council or Select Board vote, as appropriate. Members of the local committee may be appointed from municipal staff and departments, elected officials, volunteer members of community boards and commissions, as well as interested residents. It is also important to include representation from local and regional public schools.

Communities may also work with existing community organizations to help implement clean energy/climate programs. Municipal governments will need to adopt a resolution recognizing the collaboration between the local government and the nonprofit organization. The resolution should authorize the partner to pursue Climate Leader certification in partnership with the community.

**Documentation Required**

To satisfy the local Climate Team requirement with an existing committee, applicants must submit the following:

- Name of committee, list and affiliation of current members
- The mission or charge of the committee
- Agendas and minutes from the previous six months
- A summary of activities undertaken in the past twelve months

To satisfy the local Climate Team requirement with a recently formed committee, applicants must submit the following:

- Minutes from City Council or Select Board meeting establishing Climate Team
- Name of committee, list and affiliation of current members
- The mission or charge of the committee
- Planned meeting schedule and goals for first year

To satisfy the local Climate Team requirement by partnering with a local non-profit community organization, applicants must submit the following:

- Resolution by City Council or Select Board recognizing the collaboration between the municipality and the nonprofit organization
- Memorandum of Understanding between the municipality and community organization identifying partnership goals and proposed tasks undertaken by the organization for the following twelve months
- Designation of at least one municipal staff member as a point of contact

**Guidance Materials:**

[Team Guidance Document](#)

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**REQUIREMENT #3: MUNICIPAL DECARBONIZATION COMMITMENT**

Municipalities seeking Climate Leader Community certification must commit to eliminating on-site fossil fuel use<sup>1</sup> by the municipality by 2050.

**Documentation Required for Municipal Decarbonization Commitment**

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To meet this requirement, Climate Leader applicants shall submit one of the following:

- Certified minutes from the meeting in which the clean energy/climate resolution took place, along with the resolution itself
- A copy of the executive summary and a weblink from a completed climate action plan, or if the process is still underway, a brief description of what has been accomplished and a weblink to the municipality's climate action website
- An affirmation from the municipal Chief Executive Officer that the city or town remains committed to the goals articulated in the [Metro Mayors Coalition Climate Mitigation Commitment](#).

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**REQUIREMENT #4: MUNICIPAL DECARBONIZATION ROADMAP**

Municipalities seeking Climate Leader Community certification must develop a roadmap for decarbonizing municipal operations (which includes town and school buildings, drinking water and wastewater treatment plants, pumping stations, open spaces, and vehicles).

Consistent with the goals established by *Executive Order 594* governing emission reductions for state government, municipal decarbonization roadmaps should focus on eliminating the use of onsite fossil fuels in buildings and vehicles, using a "Zero Over Time" approach that addresses "trigger events" such as but not limited to, equipment replacement, roof replacement, change of use, substantial renovation, etc., in conjunction with evaluating electrification of heat, solar and storage opportunities. Municipalities shall ensure that greenhouse gas (GHG) reductions, energy efficiency, renewable and clean energy, and emissions reduction strategies are incorporated into their equipment replacement and capital and master planning efforts in support of the community's goals. Municipalities with local public schools must include school facilities and vehicles in their roadmaps; those that are part of a regional school district may include those facilities.

**Guidance Materials:**

[Municipal Decarbonization Guidance Documents](#)

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<sup>1</sup> On-site fossil fuel use includes municipal buildings, municipal vehicles, as well as school district buildings and vehicles included in the municipal portfolio.

**Documentation Required for Municipal Decarbonization Roadmap**

The municipality must provide a copy of its roadmap for eliminating the use of onsite fossil fuels for municipal operations by 2050. At a minimum, the roadmap must include the following information:

- Identification of the greenhouse gas emission (GHG) inventory tool used
  - The emissions generated by buildings, vehicles, and water/sewer operations
  - *Specific emission reduction measures* to be implemented as indicated by “triggering events” to reduce the use of onsite fossil fuels in buildings and vehicles by at least 25 percent by 2030, and a timeline with milestones to implement additional measures to transition away from the use of onsite fossil fuels by 2050.
  - Documentation that both the municipal government and local school district have adopted the roadmap. If a regional school district is included as part of the certification, documentation that the regional school district has adopted the roadmap must be included.
- 

**REQUIREMENT #5: ZERO-EMISSION-VEHICLE FIRST POLICY**

All Departments in the municipality must purchase only zero-emission vehicles for municipal use whenever such vehicles are commercially available and practicable.

**Documentation Required**

The following documentation must be provided as evidence that the municipality has met this criterion:

- Copy of the policy or other mechanism adopted for purchasing only zero-emission vehicles
- A replacement plan for non-exempt vehicles with zero-emission vehicles
- Documentation that both the municipality and the local school district have adopted the zero-emission vehicle policy. If a regional school district is included as part of the certification process documentation that the regional school district has adopted the zero-emission vehicle policy must be included.

**Guidance Materials:**

[ZEV First Policy Guideline documents](#)

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**REQUIREMENT #6: SPECIALIZED STRETCH ENERGY CODE ADOPTION**

Communities seeking Climate Leader certification must adopt the Specialized Energy Code. The Specialized Code is required ([M.G.L Ch. 25A Section 6](#)) to be designed to achieve Massachusetts GHG emission limits and sub-limits set every five years from 2025 to 2050. As a result, all compliance pathways under the Specialized Code are designed to ensure new construction that is consistent with 2050 net-zero goals, primarily through deep energy efficiency, reduced heating loads, and efficient electrification.

The recommended way for cities and towns to meet this requirement is by adopting the Specialized Code (the entirety of 225 CMR 22 and 23 including Appendices RC and CC) and are directed to do so in the manner prescribed by law. The code may also be rescinded by any municipality in the manner prescribed by law.

Towns are advised to adopt the Specialized Code as a general bylaw at Town Meeting. Cities are advised to adopt the Specialized Code by general ordinance voted by City Council.

**Documentation Required**

The municipality must provide documentation of the city council or town meeting vote adopting the entirety of 225 CMR 22 and 23 including Appendices RC and CC. ***The vote must include the effective date of the Specialized Energy Code.***

**IMPORTANT LINKS**

[Specialized Code Guidance Documents](#)

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**RECERTIFICATION REQUIREMENTS – IMPLEMENTATION OF BEST PRACTICES**

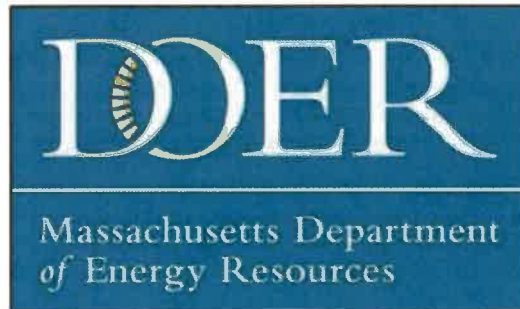
Municipalities that become Climate Leader Communities are expected to not only address the GHG emissions resulting from municipal operations, but also engage in clean energy/climate activities in their communities and continue to implement best practices that promote climate mitigation and clean energy adoption.

Grant funds from Climate Leader Communities grants are available to support these initiatives, as well as other funding sources from EEA and its agencies. Municipalities seeking to maintain their Climate Leader Communities certification status will be required to apply for recertification every three years by updating their roadmaps and implementing one Climate Leader Best Practice. For the first recertification cycle, the best practice shall be selected from the Community Engagement Category. The Best Practices Toolkit is available on the Climate Leader Communities website.

THE COMMONWEALTH OF MASSACHUSETTS  
**EXECUTIVE OFFICE OF ENERGY AND  
ENVIRONMENTAL AFFAIRS DEPARTMENT  
OF ENERGY RESOURCES**  
ELIZABETH MAHONY, COMMISSIONER

---

100 Cambridge Street, 9<sup>th</sup> Floor  
Boston, MA 02114



**Program Opportunity Notice (PON)**

**Document Title: Municipal Decarbonization  
Planning Assistance Grant Program**

**COMMBUYS Bid Number: BD-24-1041-ENE01-ENE01-99326**

**Agency Document Number: PON-ENE-2024-015**

**Issued: March 5<sup>th</sup>, 2024**

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on [www.COMMBUYS.com](http://www.COMMBUYS.com). All Bidders are responsible for reviewing and adhering to all information, forms, and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk County holidays.



# Municipal

## Decarbonization Planning Assistance

March 5<sup>th</sup>, 2024

PON-ENE-2024-015



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# GRANT APPLICATION

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## 1. BACKGROUND & PURPOSE OF GRANT

### A. Massachusetts Department of Energy Resources

The Massachusetts Department of Energy Resources (DOER) develops and implements policies and programs aimed at ensuring the adequacy, security, diversity, and cost-effectiveness of the Commonwealth's energy supply to create a clean, affordable, and resilient energy future for all residents, businesses, communities, and institutions.

### B. Green Communities Division

The Green Communities Division assists Massachusetts' municipalities to reduce energy consumption and costs, reduce greenhouse gas emissions and other pollution, and facilitate the development of renewable and alternative energy resources, primarily through the Green Communities Designation and Grant program.

The inaugural group of 35 Green Communities was designated in 2010. Since then, the program has grown to include 291 municipalities. In 2021, [\*An Act Creating a Next-Generation Roadmap for Massachusetts Climate Policy\*](#), was enacted into law, codifying the Commonwealth's commitment to achieve Net Zero emissions in 2050 and efforts to combat climate change and protect vulnerable communities. As a result, DOER intends to offer additional opportunities and resources to municipalities that actively participate in the Green Communities Designation and Grant Program through a new program that aligns with the Commonwealth's goals. "Climate Leader Communities" is a voluntary program that encourages municipalities to implement clean energy and climate-friendly policies and programs to broaden depth and breadth of decarbonizing municipal and school facilities, along with enhanced community engagement.

To be eligible for [Climate Leader Community](#) certification, communities must meet the following requirements:

1. Be an existing Green Community in "good standing"
2. Have a local body (sustainability committee, energy committee, etc.) that advises the municipality on clean energy/climate initiatives.



3. Commit to eliminate on-site fossil fuel use by 2050 (municipal buildings/operations)
4. Create a municipal decarbonization roadmap.
5. Adopt a zero-emission vehicle first policy.
6. Adopt the specialized opt-in building code.

## **2. PROGRAM OPPORTUNITY NOTICE AND FUNDING OBJECTIVES**

Recognizing that cities and towns may need assistance to develop municipal decarbonization roadmaps, the Green Communities Division is offering planning assistance to eligible municipalities for roadmap development to help achieve Climate Leader Community certification. This planning assistance will be provided through consultants (Consultants) selected by the Green Communities Division and will include the following tasks:

Option 1: A desktop analysis and roadmap development for municipalities that have complete, up-to-date building inventories in MassEnergyInsight<sup>1</sup> and can, without the assistance of a Consultant, provide information on the characteristics<sup>2</sup> of the buildings in its portfolio. In these cases where this information is available, Consultants are not expected to perform on-site facility assessments as they will have most of the building-level information needed to create a decarbonization roadmap with the municipality.

Option 2: Facility condition assessment plus roadmap development for municipalities that need assistance with cataloging existing building characteristics<sup>2</sup>. As necessary, Consultants will conduct walk-throughs with municipal representatives of buildings that cumulatively account for at least seventy-five (75) percent of the community's total building emissions.<sup>3</sup>

## **3. PROGRAM ADMINISTRATION**

The Green Communities Division will assign all consultants and will oversee the planning assistance process. Consultants will lead the planning activities and ensure that all tasks are completed within the established timeframe.

Consultants will be required to schedule a site visit (in person or virtually) at a time convenient to the municipality. The site visit shall be completed within thirty (30) business days of the Consultant's receipt of the assignment. At the initial meeting, the Consultant shall review the municipality's materials, assess next steps, and develop a timeline for completion of the roadmap within ninety (90) days.

Municipalities that receive decarbonization planning assistance agree to participate fully with the consultants assigned and to provide information and documents requested by the consultant to complete the assignment. DOER intends to accept applications

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<sup>1</sup> [MassEnergyInsight](#) is an online energy benchmarking and tracking tool DOER offers to municipalities. Consultants will be provided access.

<sup>2</sup> DOER anticipates roadmaps will consider building characteristics like the condition of the roof, windows, building envelope (insulation and air sealing), on-site renewables (if applicable), and the age and condition of the energy-consuming building equipment like HVAC systems, motors, pumps, controls, and major appliances.

<sup>3</sup> Not every municipal facility will need a walk-through, e.g. pump stations, transfer stations, unheated seasonal facilities, storage facilities, etc. Municipalities should focus on buildings encompassing at least 75% of their building emissions category.

#### **4. APPLICATIONS & AWARDS**

Applications will be accepted until **4PM Eastern Standard Time, April 12, 2024**. **Applicants will be notified that their application was received.** **NOTE:** To be deemed complete, an application **MUST** contain the required signature in Attachment B (Certification of Application), the attachments containing all the required information requested under Eligibility Requirements below as applicable.

Green Communities will fund one hundred percent (100%) of the consulting services provided under this program. Consultants have been selected through a competitive Request for Quote (RFQ) process based on background and experience. Awards will be in the form of Consultants and consulting services.

Among the factors considered (but not limited to) in determining grant awards will be need, progress toward meeting the certification requirements, and regional coverage.

Based on available resources and the number of applications received, communities will be served in the following order of priority:

1. Those who meet four (4) of the six (6) requirements at time of application.
2. Those who meet three (3) of the six (6) requirements at time of application.
3. Those who meet two (2) of the six (6) requirements at time of application.

**NOTE:** Communities that meet one (1), or five (5) of the requirements at time of application may be served based on availability of funds.

As it relates to consultant assignments, DOER reserves the right to make all planning assistance assignments through this grant program.

#### **5. ASKING QUESTIONS**

This Program Opportunity Notice (PON) is being conducted under 815 CMR 2.00, and has been distributed electronically using COMMBUYS, the Commonwealth's official procurement record system (<http://www.commbuys.com>). The project name is the Municipal Decarbonization Planning Assistance Grant Program, and the project number is PON-ENE-2024-015. Correspondence to the DOER should include this project number as well as the title. All notifications and amendments to this PON will be posted on COMMBUYS. It is the responsibility of every potential respondent to check COMMBUYS for any addenda or modifications to a PON to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended PONs or submit inadequate or incorrect responses.

Respondents may not alter PON language or any PON component files. Those submitting a proposal must respond in accordance with the PON directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this PON, specifications, terms and conditions, or which change the intent of this PON are prohibited. Any unauthorized alterations will disqualify a response.



All proposals and information submitted in response to this PON are subject to the Commonwealth of Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, and Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

- This application is available as **PON-ENE-2024-015** on COMMBUYS (as a “Bid.”)
- All questions must be submitted by **5 PM on March 29, 2024**, to COMMBUYS
- All answers shall be posted by **5 PM on April 3, 2024**, to COMMBUYS
- To find an item on COMMBUYS: log into [COMMBUYS](#), locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.
- To submit an application, see the instructions on page 9.

*(The rest of this page is intentionally blank)*

# **DECARBONIZATION PLANNING ASSISTANCE GRANT APPLICATION**

## **A) APPLICANT INFORMATION**

Municipality Barnstable County	Street Address
City/Town Wellfleet	Zip code
CEO Name Barbara Carboni	CEO Title Chair, Wellfleet Select Board
Grant Point of Contact Suzanne Ryan	Title Chair, Energy and Climate Action Committee
Telephone 774-208-8627	Email suzeryan01@gmail.com

## **B) ELIGIBILITY**

1. Provide a letter of commitment from the Chief Executive Officer of the city or town to meet all Climate Leader Community requirements within one year of the technical assistance award.
2. Documentation that the municipality has established an energy committee and/or partnership with a community energy organization to address clean energy and climate issues. **Please attach the minutes of the most recent meeting.**
3. Have gathered pertinent information on most of their facilities, including, but not limited to:
  - a. Area of conditioned space
  - b. Age of building and any renovations, additions, etc.
  - c. Age of HVAC equipment
  - d. Fuel used for heating and cooling
  - e. Energy (MMBtu) and Emissions (MTCO<sub>2</sub>e) by building for FY23
  - f. Hours of operation
  - g. Future plans for the facility
  - h. Facility master plans (if available)
  - i. Capital Improvement plans (if available)

It is not necessary to provide the information above to DOER when applying for planning assistance. It will be expected that municipalities will have this information available to Consultants when planning assistance commences.

**Please attach a screenshot of the “ESCO Report – Building Level Usage (MMBTU)” for Fiscal Year 2022 in MassEnergyInsight. Non MassEnergyInsight users should provide the square footage and annual energy consumption for its municipal buildings.**

**PROGRESS TOWARD CERTIFICATION** *(Please check all that apply)*

- Be an existing Green Community in “good standing”  
\_\_\_\_\_ *Date of FY23 Green Communities Annual Report submittal*
- Have a local body (sustainability committee, energy committee, etc.) that advises the municipality on clean energy/climate initiatives.
- Commit to eliminate on-site fossil fuel use by 2050 (municipal buildings/operations) *Please attach a copy of the municipality’s decarbonization commitment. If using a climate action plan adopted by the municipality, include a weblink in the CEO-signed letter of commitment.*
- Adopt a zero-emission vehicle first policy *Please attach a copy of the policy.*
- Adopt the specialized opt-in building code *Please provide evidence that the specialized opt-in building code has been adopted.*

*(the rest of this page is blank)*

**ATTACHMENT B – CERTIFICATION OF APPLICATION**

**CERTIFICATION OF APPLICATION**

The Certification of Application below must be provided as a *scanned pdf with signature*.

**CERTIFICATION OF APPLICATION**

The **Chief Executive Officer** must complete this certification.

I, \_\_\_\_\_ am authorized to execute said Application on behalf of -  
\_\_\_\_\_, the applying municipality, I verify that the  
information in the Decarbonization Roadmap Planning Assistance Grant Application is true.

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[Signature of Chief Executive Officer]

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[Title of Chief Executive Officer]

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[Date]

**NOTE:** THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND, IN ANY TOWN, HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

**APPLICATION INSTRUCTIONS** — If you have any problems or questions about the application process, please contact the Green Communities team at [green.communities@mass.gov](mailto:green.communities@mass.gov)

**No paper submission** is accepted for the grant application. The process is electronic only.

### **Application Materials Checklist – ARE YOUR MATERIALS READY?**

- Begin each of your electronic files with your municipal followed by wording that makes the content of the file clear – **REQUIRED.**
- Grant Application (Attachment A) (Word or PDF file)
- Signed Certification of Application (Attachment B) (PDF file)
- Supporting documentation (Word or PDF file)

### **Grant Application Process**

1. Email the required documents to [green.communities@mass.gov](mailto:green.communities@mass.gov). Include “Decarbonization Roadmap Assistance” in the subject line.
2. You will receive an email indicating receipt of the documents. Determination of the grant award will not occur at this time.

### **Get Help**

**Pre-Grant Application Process - [Contact your Regional Coordinator](#)**

**Application Process and Technical Issues – Contact the Green Communities team at [green.communities@mass.gov](mailto:green.communities@mass.gov)**



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

# VIII

### BUSINESS

~ A ~

<b>REQUESTED BY:</b>	<b>Macs at the Pier ~ MacGregor Hay</b>
<b>DESIRED ACTION:</b>	<b>To approve a one-year license for the beach front area in front of Macs at Mayo Beach and the pier.</b>
<b>PROPOSED MOTION:</b>	<b>I move to approve a one-year contract with Macs at the pier for use of the town property on Mayo Beach for the 2024 season for a fee of \$7,500.</b>
<b>SUMMARY:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT (this "License") is entered into as of this 3<sup>rd</sup> day of April 2024, by and between the **Town of Wellfleet** (the "Town"), acting by and through its Selectboard, having an address of 300 Main Street, Wellfleet, MA 02667 and **Belvernon, LLC** ("Licensee"), a having an address of 265 Commercial Street, Wellfleet, MA 02667.

WHEREAS, the Town is the owner of certain property located at 255 Commercial Street, being Assessor's Map 21-114-0 (the "Town Property"), which Town Property contains a Town landing, and a pier, said Town landing and pier depicted on the sketch plan attached hereto as Exhibit A (the "License Area"); and

WHEREAS the Licensee is the owner of record of property located at 265 Commercial Street, being Assessor's Map 21-113-0, described in a deed recorded with the Barnstable County Registry of Deeds in Book 14545, Page 51 (the "Licensee Property"), which is the site of a restaurant, commonly known as "Mac's, which is contiguous to the License Area; and

WHEREAS, Licensee has requested the Town to grant Licensee a license allowing Licensee to use the License Area for the operation of an outdoor eating and drinking area adjacent to and contiguous to the Licensee Property, and appurtenant to Mac's Restaurant, as depicted on the Plan attached hereto as Exhibit A, including but not limited to, chairs, tables, umbrellas, fencing, bollards and planters and related appurtenances, that can be easily removed without damage to the Town Property and subject to the conditions set forth herein (the "Intended Purpose"); and

WHEREAS the Town is amenable to granting Licensee permission to use the License Area for the aforesaid purposes, on the terms and conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration, the parties agree as follows:

1. USE. PURPOSE. TERM. The Town hereby grants Licensee and its agents, representatives, employees, and invitees, including members of the public, a license to use and maintain the License Area solely for the Intended Purpose.

The Term of this License shall commence on January 1, 2022 and continue until December 31, 2022, unless sooner terminated in accordance with the provisions of Section 9 below (the "Term"). Such entry and use shall be further limited by the provisions of Section 4.

2. CONSIDERATION. In consideration for this License, Licensee shall pay an annual fee of \$7,500.00 to be paid to the Marina Enterprise Fund, and shall bear all costs and expenses associated with the exercise of the rights granted hereunder, together with the observation and performance by Licensee of all the obligations and covenants set forth within this License to the reasonable satisfaction of the Town.

3. CONDITION OF THE PREMISES. Licensee accepts the License Area in its "as is" condition for the purpose of this License, and acknowledges and agrees that the Town has made no representations or warranties regarding the fitness of the Town Property or its suitability for the purpose of this License. In no event shall the Town be responsible or liable for the condition of the License Area, including its security, which shall be the sole responsibility of Licensee. The provisions of this paragraph shall survive the termination of this License.

4. LICENSEE'S CONDUCT. During the exercise of the rights hereby granted, Licensee shall at all times conduct itself so as not to unreasonably interfere with the use of the Town Property by the Town, members of the public, and others entitled thereto, and observe and obey directives of the Town and its duly designated representatives, as well as all applicable laws, statutes, by-laws, regulations and permitting or licensing requirements. Licensee's use shall not disturb or damage the Town Property or the License Area, any improvements thereon, and Licensee shall repair any and all damage to the Town Property, the License Area and/or any improvements caused by the act, omission or negligence of Licensee, its contractors, agents, representatives, employees, invitees and/or permittees (with Licensee, the "Licensee Parties"). This obligation shall survive the termination of this License.

For avoidance of doubt, this License is not exclusive, and members of the public, other than customers of the Licensee, may use the License Area for any and all purposes, including occupying Licensee's tables, chairs and other amenities at the License Area. Moreover, at all times, Licensee shall leave sufficient room for members of the public to access other property of the Town located towards the water beyond the License Area.

Licensee shall not make any permanent alterations or modifications to the License Area without the approval of the Town, which approval may be denied, in the Town's sole discretion. In the event the Town permits such alterations or modifications, Licensee must procure all necessary permits before constructing any improvements at the License Area, and cause all work to be performed in a good and workmanlike manner, and in accordance with the requirements of insurers, employing materials of good quality. Licensee shall at all times comply with any and all applicable local, state and federal rules, regulations and by-laws. At the termination of the License, all such improvements must be removed, unless the Town elects that such improvements shall remain.

Licensee shall not permit any mechanics' liens, or similar liens, to remain upon the License Area for labor and material furnished to Licensee or claimed to have been furnished to Licensee in connection with work of any character performed or claimed to have been performed at the direction of Licensee and Licensee shall cause any such lien to be released of record forthwith without cost to the Town. All laborers and materialmen furnishing labor and materials for the work shall release the Town from any and all liability. If Licensee does not perform the work itself, it shall employ responsible contractors to perform the work.

Licensee shall, during the Term of this License and at its sole expense, maintain the License Area, and any improvements thereon, in good and safe order and condition.



5. INDEMNIFICATION AND RELEASE. Licensee shall defend, indemnify and hold harmless the Town from and against any and all claims, demands, suits, actions, costs, judgments and liabilities of whatsoever kind or nature, including, without limitation, reasonable attorneys' fees, which may be brought against, imposed upon, incurred by, or asserted against the Town by reason of any failure on the part of Licensee to comply with any provision or tenn required to be performed or complied with by Licensee under this License, or the terms of any applicable laws, rules, regulations and/or by-laws; for any injury, death and/or property damage suffered by any person in or around the Town Property or the License Area, relating in any way to Licensee's exercise of its rights under this License, the negligence or willful misconduct of any of Licensee Parties, and/or the condition of or any defect in the materials installed or improvements made by Licensee.

Licensee releases the Town, its employees, officers, agents, board members, and attorneys from any claims, actions, rights of action, causes of action, damages, costs, loss of services, expenses, compensation, attorneys' fees or other liability or responsibility for Licensee's losses or damages related to the condition of the Town Property and License Area, and Licensee agrees and covenants that it will not assert or bring, nor cause any third-party to assert or bring, any claim, demand, lawsuit or cause of action against the Town, including, without limitation, claims for property damages, diminution in property value claims, personal injury or death damages and any other damages relating to, or arising from, Licensee's use of the Town Property or the License Area.

The provisions of this Section shall survive the termination of this License.

6. INSURANCE. Licensee shall maintain public liability insurance, including coverage for bodily injury, wrongful death and property damage, in the minimum amounts set forth herein to support the obligations of Licensee under the terms of this License to indemnify, defend and hold harmless the Town: General Liability: \$1,000,000 per occurrence, and umbrella liability coverage of \$2,000,000. Licensee shall require the insurer to give at least thirty (30) days' written notice of termination, reduction or cancellation of the policy(ies) to the Town. The insurance shall be placed with insurance companies licensed by the Massachusetts Division of Insurance to do business in the Commonwealth of Massachusetts and have a Best's rating of B+ or better. Licensee shall provide the Town with a certificate of insurance prior to entering upon the License Area and at such other times as the Town may reasonably request, in each case indicating the Town is an additional insured on the policy(ies) and showing compliance with the foregoing provisions.

To the extent required by law, Licensee or Licensee's contractors shall maintain worker's compensation insurance, during the performance of any work on the License Area until the completion thereof. Licensee agrees that any contractor performing work on behalf of Licensee shall carry workers' compensation insurance, liability insurance, and automobile liability insurance in amounts reasonably acceptable to the Town and shall name the Town as an additional insured party. Prior to the commencement of any work on the License Area, Licensee shall provide Town with a copy of the contractor's insurance certificate indicating liability insurance coverage as herein specified, and copies of any approvals, including any permits, necessary or obtained to conduct said work. To the extent possible, Licensee shall obtain, for

each policy of insurance secured by it, provisions permitting waiver of any claims against the Town for loss or damage within the scope of the insurance, and Licensee, for itself and its insurers, waives all claims against the Town as to such claims covered by such insurance.

8. RISK OF LOSS. Licensee agrees that it shall enter upon and use the License Area at its own risk, and the Town, its agents, employees, representatives, officers, agents, board members and attorneys shall not be liable to Licensee for any injury or death to persons entering the License Area pursuant to the License, or loss or damage to vehicles, equipment or other personal property of any nature whatsoever of Licensee, or of anyone claiming by or through Licensee, that are brought upon the License Area pursuant to the License, except if such injury, death, loss or damage is caused by the willful act or gross negligence of the Town, or its employees, agents or contractors. The provisions of this Section shall survive the termination of this License.

9. TERMINATION. This License shall be terminated by either party upon written notice of revocation given to the other party at least thirty (30) days prior to the termination date stated within said notice, except in the event of default in Licensee's obligations, including the insurance obligations, in which case this License shall terminate by written notice given to Licensee seven (7) days prior to the termination date stated in the notice unless Licensee cures the same to the Town's reasonable satisfaction within said 7-day period.

In the event of the termination of this License by either party, Licensee, at Licensee's sole cost and expense, shall remove any improvements and restore and/or repair the License Area to such condition as shall be specified by the Town by the effective date of such termination. In the event that any such improvements are not removed on or prior to the termination date, the improvements shall automatically become the Town's property, without any consideration due from the Town. The provisions hereof shall survive the termination of this License.

10. NOTICE. For purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are hand-delivered, sent by registered or certified mail, postage prepaid, or sent by recognized overnight mail, or sent by confirmed facsimile transmission, to the addresses set forth above, or to such other addresses as may from time to time hereafter be designated by the parties by like notice.

11. MISCELLANEOUS

A. No Estate Created. This License shall not be construed as creating or vesting in Licensee any estate in the License Area, but only the limited right of use as hereinabove stated.

B. Survival. All appropriate terms and provisions relating to the restoration of the Property and the removal of the improvements shall survive the termination of this License, in addition to the survival of other terms stated herein to so survive.

C. Modifications. Modifications or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

D. Assignment. This License, or any of the rights created herein, are personal to those persons listed herein as Licensee, and their agents, employees, contractors and invitees, and may not be assigned or transferred in any manner.

E. No Waiver. The failure of either party to seek redress for violation or to insist upon the strict performance of any covenant or condition of this Agreement shall not prevent a subsequent act, which would have originally constituted a violation, from having all the force and effect of a violation. No provision of this Agreement shall be deemed to have been waived by either party unless such waiver is in writing and signed by the party to be bound thereby.

F. Remedies. No mention in this License of any specific right or remedy shall preclude the Town or Licensee from exercising any other right, or from having any other remedy, or from maintaining any action to which it may otherwise be entitled either in law or in equity.

G. Captions. The captions in this License are inserted for convenience of reference only and in no way define, describe or limit the scope or intent of this License or any of the provisions thereof.

H. Governing Law. This License shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and any and all legal actions brought in connection with this License shall be brought in courts within the Commonwealth of Massachusetts.

[Signature Page Follows]

In Witness Whereof, the parties hereto have caused this License Agreement to be executed as of date above written.

**TOWN OF WELLFLEET**

By its Selectboard

---

Barbara Carboni, Chair

---

John Wolf, Vice Chair

---

Michael DeVasto, Member

---

Ryan Curley, Member

---

Timothy Sayre, Member

**LICENSEE:**

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MacGregor B. Hay

---

Alexander B. Hay





## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

# VIII

### BUSINESS

~ B ~

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	To provide the selectboard and public of any updates regarding the ice machine.
<b>PROPOSED MOTION:</b>	There is no motion needed for this agenda item.
<b>Summary:</b>	
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



# SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

VIII

## BUSINESS

~ C ~

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	To provide the selectboard and public with an update regarding Bound Brook.
<b>PROPOSED MOTION:</b>	No motion is needed for this agenda item
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



# SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024



## BUSINESS

### ANNUAL TOWN MEETING WARRANT

~ D ~

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	To continue to review the annual town meeting warrant
<b>PROPOSED MOTION:</b>  <b>SUMMARY:</b>	I move to insert an article ____ I move to recommend an article ____
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea ____ Nay ____ Abstain ____





**ANNUAL TOWN MEETING**

**Monday May 20, 2024**

**6:00 PM**

**at**

**Wellfleet Elementary School**

**100 Lawrence Road, Wellfleet, MA**

**&**

**ANNUAL TOWN ELECTION**

**Monday April 29, 2024**

**at**

**12:00 Noon to 7:00 PM**

**Wellfleet Senior Center**

**715 Old King's Highway**

**Draft - Rev.5 – RE**

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## FINANCIAL & PROPOSITION 2 ½ TERMS

Chapter 59, section 21C of the Massachusetts General Laws is commonly referred to as Proposition 2 ½ (Prop. 2 ½) of the Tax Limiting Law for Cities and Towns in Massachusetts.

**LEVY:** The Property tax levy is the revenue a Town can raise through real and personal property taxes. The property tax levy is the largest source of revenue for the town.

**LEVY CEILING:** This is the maximum the levy can be. The ceiling equals 2.5% of the town's full and fair cash value. The levy ceiling is equivalent to a tax rate of \$25.00.

**LEVY LIMIT:** The maximum the levy can be in a given year. The limit is based on the previous year's levy limit plus certain allowable increases, such as debt exclusions.

**LEVY LIMIT INCREASE:** The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

**NEW GROWTH:** New Construction and new parcel subdivision may also increase the town's levy limit.

**OVERRIDE:** A community can permanently increase its levy limit by successfully voting at a referendum to exceed limits. Community may take this action as long as it is below the levy ceiling.

**DEBT EXCLUSIONS:** This type of override ballot question can be placed on a referendum by a two-thirds vote of the Selectboard. If a majority of the voters approve the ballot question, the town's levy limit is increased only for the amount voted at the referendum for the life of that debt only. The levy limit increase may exceed the town's levy ceiling.

**DEBT SERVICE:** The repayment cost, usually stated in the annual terms and based on an amortization schedule, of the principal and interest owed on any particular bond issue.

**ENCUMBRANCE:** A reservation of funds to cover obligations chargeable to but not yet paid from a specific appropriation account.

**CAPITAL OUTLAY EXPENDITURES EXCLUSION:** This type of override ballot questions can be placed on a referendum by a two-thirds vote of the Selectboard. If a majority of the voters approve the ballot question, the additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken.

**CONTINGENT VOTES:** Chapter 59, section 21C (m) permits a town meeting to appropriate funds contingent upon passage of a referendum questions (OVERRIDE/DEBT EXCLUSION). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Selectboard. If a referendum is called by the Selectboard, it must take place within forty-five days of the town meeting vote.

## TOWN MEETING PROCEDURES

A quorum of 6% of the towns registered voters must be present to conduct business (Charter: Section 2 – 1 – 3).

Voters are identified by voter cards issued when they check in with the registrars at the beginning of the meeting.

Only voters may participate in voice votes. In the case of a counted vote, voters will be identified by their voter cards.

Non-voters who have been admitted to the meeting must sit in the section designated for them. Non-voters who may wish to speak must identify themselves and may address the meeting only by permission of the Moderator. (Charter: Section 2-1-2).

No voter will be allowed to speak until recognized by the Moderator.

Voters and others recognized to address town meeting may only speak twice to any motion or amendment unless authorized by the Moderator. (Charter: Section 2-7-8).

All motions or amendments must be in writing and be legible. Exceptions for very simple motions or amendments are at the discretion of the Moderator. (General Bylaws: Sections II-2).

The order of consideration of the articles as printed in the warrant may be changed only by a 2/3 majority vote. (Charter: Section 2-7-4).

A motion for indefinite postponement, if passed, ends any action on the motion currently being debated. It may only be made after a voter has been recognized and may not come at the end of a speaker's remarks. It is fully debatable to the same extent as the main motion under consideration.

A motion to end debate (known as a "motion for previous question") may only be made by a voter who has been recognized. Anonymous calls from voters to "call the question" are out of order and will be ignored by the Moderator. A motion to end debate requires a separate 2/3 majority vote, so it may be more efficient to hear from one or two speakers and then proceed to a vote on the main motion itself.

A motion to reconsider must be made at the same session as the vote it seeks to reconsider. It can only be made after some intervening business and must be made within one hour of the vote to be reconsidered (Charter: Section 2-7-9). It is debatable to the same extent as the motion seeks to reconsider and requires a majority vote. A motion to reconsider will only be allowed if there is new information that was not available at the time of the original debate. A motion to reconsider will be ruled out of order if, in the judgement of the Moderator, it is simply an attempt at "another bite at the apple."

Some other common motions which require more than a simple majority to pass:

- Zoning Bylaws: 2/3 Majority (with some statutory situations)
- Zoning Bylaws subject to Housing Choice Acts Majority
- To authorize or sell town land 2/3 Majority.
- To approve proposed Charter Amendments 2/3 Majority.
- To pay unpaid bills of a prior fiscal year 4/5 Majority at an Annual Town Meeting  
9/10 Majority at a Special Town Meeting

## FINANCE COMMITTEE STATEMENT

To the Voters from the Wellfleet Finance Committee:

The Finance Committee, whose role is defined by the Town Charter, is comprised of Wellfleet residents chosen by our Town Moderator to serve as volunteer advisors to the citizens of Wellfleet through Town Meeting. It meets monthly throughout the year with department heads, the Town Administrator (TA) and Selectboard on all of the financial matters affecting the town.

As in previous years, the Finance Committee (FinCom) held numerous meetings to vet the budgets of nearly every town department, along with some of the larger future projects that will impact on town finance in the coming years.

Once again, what struck us particularly is how so many issues affecting Wellfleet's financial health *cannot* be viewed simply on an annualized basis – but which require a multi-year perspective to understand their true cost and benefit to the town.

These include major capital and operational outlays for harbor dredging, water/wastewater management, public works, police/fire staffing and housing. Equally important, however, are the costs associated with initiatives whose value is less easily calculated like the modernization of the regional school system, investments in the economic vitality of the town for young families and quality-of-life services that all residents can share together year-round.

After several years of fiscal turmoil for the town, brought on principally by the transition of financial accounting systems and significant volatility in the staffing of key administrative positions, the FinCom is hopeful that the processes of budget development and accountability are stabilizing.

However, the Committee continues to have significant concerns about the lack of long-term planning and prioritization for a number of key large-scale projects that will challenge the stability of town's finances in the next 3-5 years. It is in that area that we hope to provide useful financial guidance, in addition to maintaining our annual reviews and recommendations.

Finance Committee meetings are recorded on video and broadcast on local cable access as well as being available on demand through the Town website. All members of the public are encouraged to attend our meetings in person or view them online. We pledge to continue working to keep budgets transparent and understandable for the citizens of Wellfleet.

**Respectfully submitted;** Kathy Granlund, Chair

Jenn Rhodes, Vice Chair; Francis Conroy; Fred Magee; Stephen Polowczyk; Jeff Tash; Bob Wallace; Ira Wood



**ANNUAL TOWN MEETING WARRANT**

Monday April 29, 2024

The Commonwealth of Massachusetts

To either of the Constables in the Town of Wellfleet in the County of Barnstable:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in town affairs, to meet at the **WELLLFET ADULTY COMMUNITY CENTER, 715 OLD KING'S HIGHWAY in Wellfleet on Monday the 29<sup>th</sup> day of April 2024, between twelve o' clock noon to seven o' clock pm.** then and there to vote for the election of the following: **Town Officer:** one, **Moderator** for one year, two for the **Selectboard** for three years, Two for the **Wellfleet Elementary School Committee** for three years, two for the **Board of Library Trustees** for three years; one for the **Board of Library Trustees** for one year; one for **Cemetery Commission** on for three years; one for the **Housing Authority** for five years. Also vote on the following questions:

**SECTION 1: BUDGET ARTICLES**

**ARTICLE NO. 1 – FY2025 OPERATING BUDGET:**

To see if the town will vote to act on the operating budget, including recommendations and reports of the selectboard, Finance Committee and other town officials, and to see if the town will vote to raise and appropriate or transfer from receipts reserved and other available finds and accounts, the sum of \$31,521,483:

Budget Division	Lines	FY 2024	FY 2025	% Change
General Government	1-24	\$3,082,183	\$3,283,777	6.54%
Public Safety	25-31	\$5,685,330	\$6,017,234	5.84%
Public Works	36-43	2,623,645	\$2,698,742	2.86%
Shellfish Department	44-45	\$353,439	\$382,137	8.12%
Community Services	46-57	\$2,562,881	\$2,848,481	11.14%
Unallocated Expenditures	58-62	\$4,528,994	\$4,790,197	5.77%
Debt Service	63-66	\$3,497,572	\$3,673,679	5.04%
<b>Subtotal</b>		<b>\$ 22,334,044</b>	<b>\$23,694,247</b>	<b>5.73%</b>
Educational Services	32-35	\$6,807,758	\$7,593,364	11.54%
<b>Total Budget</b>		<b>\$29,141,802</b>	<b>\$31,287,611</b>	<b>7.36%</b>

Or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard: Recommends: Yes – , No – , Abstain –**

**Finance Committee:**

**SUMMARY:** This article funds the operating budget for several town departments for FY2025. It provides funding for the operational budgets for the Cape Cod Technical Regional High School, Wellfleet Elementary School, Nauset Regional School District, and the Town of Wellfleet municipal operations for the period of July 1, 2024, through June 20, 2025. Details of the budgets can be viewed in appendix A.

**ARTICLE NO. 2 – PRIOR YEAR INVOICES:**

To see what sum the town will vote to transfer from available funds for the purpose of paying the prior year’s unpaid bills listed below.

	<b>Vendor</b>	<b>Source</b>	<b>Line – Item</b>	<b>Amount</b>
	ePlus	Meraki Switches		\$2,314.68
	KP Law	Legal Services		\$22,250.73
	Mass Municipal Association	Advertising		\$675.00
	Galaxy Integrated Technologies	Technical Services		\$3,975.00
	Powers & Sullivan	Audit Services		\$24,900.00
	Stamp Fulfillment Services	USPS Shipping		\$405.65
	Wells Fargo Financial Services	Copier Lease		\$556.40
	Peggy Sagan	Open Space Committee		\$394.43
	<b>TOTAL:</b>			<b>\$55,471.89</b>

Or to do or act on anything thereon.

(Requested by the Selectboard)

**Four-Fifths Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends:**

**Finance Committee:**

**Recommends:**

**SUMMARY:** Invoices received after the close of the fiscal year for services rendered or goods received prior to July 1 are considered prior year bills, Per Chapter 44 Section 64, prior year bills to be paid from the town’s general operating fund may only be paid by a vote of town meeting.

**ARTICLE NO. 3 – FY 2024 BUDGETARY TRANSFERS:**

To see if the town will vote to transfer from available funds and or authorize the transfer from various line items within FY 2024 appropriations such sums of money necessary to supplement the operating budgets of the various town departments as follows:

	<b>From (Decrease)</b>	<b>Line Item</b>	<b>To (Increase)</b>	<b>Line Item</b>	<b>Amount</b>

Or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends:**

**Finance Committee:**

**Recommends:**

**SUMMARY:** This article seeks permission to transfer funding within FY 2024 operating budget ending June 30, 2024. We have shortfalls in various departmental budgets that will be remedied by transferring monies from those areas within the budget that have surpluses.

**ARTICLE NO. 4 – FY 2025 CAPITAL BUDGET:**

To see if the town will vote to raise and appropriate or transfer from available funds the sum of \$2,503,000. To fund the Fiscal Year 2025 Capital Budget for the purposes, and from the sources, as listed below:

<b>Line</b>	<b>Function/Department</b>	<b>Amount</b>	<b>Funding Source</b>
<b>1</b>	<b>Administration &amp; Finance Departments</b>		
a	Town Hall Repair & Maintenance Program	100,000	Free Cash
b	IT Network Replacement Program	30,000	Tax Levy
c	IT PC & Component Replacement Program	40,000	Tax Levy
d	Maurices Campground Site Development	225,000	Tax Levy
e	Wastewater Planning, permitting, testing	250,000	Free Cash
<b>2</b>	<b>Police &amp; Dispatch Departments</b>		
a	Police Station Repair & Maintenance Program	50,000	Free Cash
b	Police Department Fleet Replacement Program	132,000	Tax Levy
c	Police Department Equipment Replacement Program	28,000	Tax Levy
d	Dispatch Equipment Replacement Program	5,000	Tax Levy
<b>3</b>	<b>Fire Department</b>		
a	Fire Station Repair & Maintenance Program	50,000	Free Cash
b	Fire Department HVAC Upgrade	350,000	Free Cash
c	Ambulance 98 Replacement (additional)	33,500	Reappropriated Articles
d	Fire Department Fleet Replacement Program	33,000	Tax Levy
e	Medical/Rescue Equipment Replacement Program	35,500	Ambulance Fund
f	Fire Suppression Equipment Replacement Program	29,000	Ambulance Fund
g	Radio/Communication Equipment Replacement Program	19,000	Ambulance Fund
h	Power Lift Stretchers for ambulances	80,000	Ambulance Fund

<b>4</b>	<b>Public Works Department</b>		
a	Public Works Facility Repair & Maintenance Program	50,000	Free Cash
b	Construct Equipment Shed – Transfer Station	60,000	Free Cash
c	Beach Restroom Planning	200,000	Free Cash
d	Public Works Fleet Replacement Program	150,000	Tax Levy
e	Replace 1979 Tractor	35,000	Free Cash
f	Public Works Equipment Replacement Program	35,000	Tax Levy
g	Transfer Station Equipment Replacement Program	22,000	Tax Levy
<b>5</b>	<b>Shellfish Department</b>		
a	Shellfish Department Fleet Replacement Program	40,000	Shellfish Fund
b	Equipment/engine Replacement Program	25,000	Tax Levy

<b>6</b>	<b>Council On Aging</b>		
a	Senior Center Repair & Maintenance Program	50,000	Free Cash
b	Council on Aging Fleet Replacement Program	9,000	Tax Levy
c	Equipment Replacement Program	3,500	Tax Levy
<b>7</b>	<b>Beach Department</b>		
a	Beach Department Fleet Replacement Program	11,500	Beach Fund
b	Beach Equipment Replacement Program	7,500	Beach Fund
<b>8</b>	<b>Recreation Department</b>		
a	Court Resurfacing Repair & Maintenance Program	25,000	Free Cash
b	Bakers Field Repair & Maintenance Program	10,000	Free Cash
c	Transportation Van	59,000	Free Cash
d	Recreation Equipment Replacement Program	9,000	Tax Levy
<b>9</b>	<b>Library Department</b>		
a	Library Repair & Maintenance Program	25,000	Free Cash
b	Furniture & Shelving Replacement Program	5,000	Tax Levy
<b>10</b>	<b>School Department</b>		
a	Elementary School Repair & Maintenance Program	75,000	Free Cash
b	Equipment/furnishings Replacement Program	15,500	Tax Levy
<b>11</b>	<b>Marina Enterprise Fund</b>		
a	Boat Engine Replacement Program	22,000	Retained Earnings
b	Equipment/Trailer Replacement Program	3,500	Retained Earnings
<b>12</b>	<b>Water Enterprise Fund</b>		
a	Water Tank Maintenance	29,000	Retained Earnings
b	Treatment Facilities Maintenance & Upgrades	44,500	Retained Earnings

	<b>Total Capital Budget Appropriations</b>	<b>2,511,000</b>	

<b>SUMMARY OF FUNDING SOURCES</b>	
Free Cash	1,459,000
Ambulance Fund	163,500
Shellfish Fund	40,000
Beach Fund	19,000
Reappropriated Articles	33,500
Marina Enterprise Fund Retained Earnings	25,500
Water Enterprise Fund Retained Earnings	73,500
Tax Levy	697,000
<b>Total Funding</b>	<b>2,511,000</b>

Or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend: Yes -**

**Finance Committee:**

**SUMMARY:** This article represents the town’s proposed capital spending plan for FY 2025.

**ARTICLE NO. 5 – FY 2025 MARINA ENTERPRISE FUND:**

To see what sums of money the Town will vote to appropriate, raise, or transfer from available funds, for the Marina Enterprise Fund operating budget for the fiscal year 2025,

<b>Budget Element</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>Amounts Appropriated:</b>		
Salaries & Wages	\$259,125	\$284,003
Expenses	\$271,375	\$260,625
Debt Service	\$110,500	\$339,939
<b>Total Appropriation</b>	<b>\$641,000</b>	<b>\$884,567</b>
<b>Funding Sources:</b>		
Marina Revenue	\$641,000	\$731,265
Marina Enterprise Fund Retained Earnings		\$136,302
Other Available Funds	-	\$17,000
<b>Total Funding Sources</b>	<b>\$641,000</b>	<b>\$884,567</b>

Or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**



**Selectboard:**

**Recommend:**

**Finance Committee:**

**SUMMARY:** In accordance with Massachusetts General Laws receipts from Marina Department related activities are used to directly offset Marina related expenditures. Voting a spending amount for the Marina operations allows all receipts and related expenditures to be recorded in one fund. Details of the budget can be viewed in Appendix A.

**ARTICLE NO. 6 – FY 2025 WATER ENTERPRISE FUND:**

To see what sums of money the town will vote to appropriate, raise, or transfer from available funds, for the water enterprise fund operating budget for fiscal year 2025, or take any other action thereon:

<b>Budget Element</b>	<b>FY 2024*</b>	<b>FY 2025</b>
<b>Amounts Appropriated</b>		
Salaries & Wages	\$150,582	\$159,000
Expenses	\$228,125	\$233,278
Debt Service	\$205,566	\$106,212
<b>Total Appropriations</b>	<b>\$584,273</b>	<b>\$498,490</b>
<b>Funding Sources:</b>		
Water Revenue	\$179,000	\$200,000
General Fund Subsidy (Tax Levy)	\$405,273	\$298,490
<b>Total Funding Sources</b>	<b>\$584,273</b>	<b>\$498,490</b>

\*FY 2024 includes the effect of the \$145,000 Proposition 2 ½ override passed for Wastewater/Water Superintendent.

Or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend:**

**Finance Committee:**

**SUMMARY:** In accordance with Massachusetts General Laws receipts from Water Department related activities are used to directly offset water related expenditures. Voting a spending amount for the water operations allows all receipts and related expenditures to be recorded in one fund.

**ARTICLE NO. 7 – AUTHORIZE LEASE PURCHASE OF AMBULANCE:**

To see if the Town will authorize, under General Laws Chapter 44, Section 21C, upon the recommendation of the Select Board, a lease purchase financing agreement for the acquisition of an ambulance for the Fire Department for a term of up to the useful life of said equipment, and to fund the first year of said lease, appropriate and transfer from the Ambulance Fund the sum of \$550,000, or take any action relative thereto.

Or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend: Yes – 5, No - 0**

**Finance Committee:**

**SUMMARY:** This article will authorize the lease payments per the ambulance replacement program (Ambulance 99 purchase/replacement) to be funded through the Ambulance receipts fund for the first year of a five-year lease/purchase agreement.

**ARTICLE NO 8. – TRASFER TO STABILIZATION FUND:**

To see if the town will vote to raise and appropriate and /or transfer from free Cash, and/or transfer from available funds, a sum of monies for the following purposes or take any action relative thereto.

Line	Item to Fund	Amount	Funding Source
1	Transfer to unrestricted Stabilization Fund	\$400,000	Free Cash
2	Transfer to Capital Stabilization Fund	\$1,000,000	Free Cash
3	Outer Cape Opioid Remediation Work Group	\$ TBD	Free Cash

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends:**

**Finance Committee:**

**SUMMARY:** The purpose of this article is to transfer from Free Cash into the Stabilization Fund.

**SECTION II: ADDITIONAL FINANCIAL ARTICLES**

**ARTICLE NO. 9 – OUTER CAPE OPIOID REMEDIATION WORK GROUP:**

To see if the town will vote to raise and appropriate and/or transfer from the opioid special purpose fund the sum of \$ \_\_\_\_\_, or any other sum for the purpose of contributing to the Outer Cape Opioid Remediation Work group (Outer Cape Wellness Collaborative) or to do or act on anything thereon.

(Requested by the Selectboard)

**2/3<sup>rd</sup> Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend:**

**Finance Committee:**



**SUMMARY: TO BE DETERMIED**

**ARTICLE NO. 10 – SENIOR WORK-OFF ABATEMENT PROGRAM:**

To see if the town will vote to amend its prior acceptance of the G.L., Chapter 59, Section 5K, as accepted under Article 30 of the 2004 Annual Town Meeting, for the purpose of increasing the maximum real estate tax reduction allowed under the senior work-off abatement program up to \$2,000 in a given tax year, and further to authorize the Selectboard to amend its rules and regulations for this program to be consistent with this vote, or to take any action related thereto.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends: Yes – 5, No – 0**

**Finance Committee:**

**SUMMARY:** On October 4, 2023, Governor Maura Healey signed into law H.4104, better known as the “Tax Relief” bill.

Three sections within this bill affect assessors:

- 1. Section 2: amends MGL Chapter 59, Section 5K by increasing the amount a person in a senior tax work-off program can earn each calendar year from \$1,500 to \$2,000.

“SECTION 2. Section 5K of chapter 59, of the General Laws, as so appearing, is hereby amended by striking out, in lines 14 and 39, the figure “\$1,500” and inserting in place thereof, in each instance, the following figure: - \$2,000.”

In 2004, the town meeting voted to explicitly allow a reduction in real estate taxes up to \$750, this article would allow for a higher reduction of \$2,000 as allowed in the Tax Relief bill.

**ARTICLE NO. 11 – SHELLFISH REVOLVING FUND SPENDING LIMIT**

**(Consent Calendar):**

To see if the town will vote to establish a spending limit for FY 2025 of \$76,000.00 for the Shellfish Revolving Fund established pursuant to MGL Chapter 44, Section 53E1/2, or to do or act on anything thereto.

(Requested by Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends:**

**Finance Committee:**

**SUMMARY:** The purpose of this article is to establish the spending limit for the Shellfish Revolving Fund which was established for the propagation efforts. The Shellfish Department’s propagation efforts include the seeding of quahogs and oysters in all Wellfleet waterways which also contributes to improving water quality and natural oyster set in out harbor to benefit growers and spat collectors. This revolving fund takes the

responsibility for funding the shellfish department’s budget line 180 out of the taxpayer’s pockets and puts it in the hands of those who make their living in the shellfish industry and those who harvest shellfish recreationally. The Shellfish Propagation Revolving Fund revenues will be derived from shellfish grant revenue and permit fees. The revolving fund expenditures may be used for the propagation, cultivation, protection, and study of shellfish only.

**ARTICLE NO. 12 – ESTABLISH A SEWER ENTERPRISE FUND:**

To see if the Town of Wellfleet will accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing a Sewer Enterprise Fund effective July 1, 2024, and to establish such accounts that may be necessary for the receipt and expenditure of funds or take any action in relation thereto.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends:**

**Finance Committee:**

**Recommends:**

**SUMMARY:** This allows the town to establish a revolving fund so that when the town is able to come forward and apply for a grant this will be established.

**SECTION 111: COMMUNITY PRESERVATION ARTICLES**

**ARTICLE NO. 13 – COMMUNITY PRESERVATION – ADMINISTRATIVE EXPENSES, DEBT SERVICE, AND ALLOCATION OF RESERVES:**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation budget and to appropriate from the Community Preservation Fund estimated annual revenues a sum of \$38,662 to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2025; and further to appropriate from Community Preservation Fund estimated affordable housing revenues a sum up to \$53,397 for Maurice’s debt service, a sum of \$23,927 to reserve for community housing; a sum of \$77,324 to reserve for open space; and further to reserve for future appropriation a sum of \$77,324 for historic resources as recommended by the Community Preservation Committee, as well as a sum of \$502,606 to be placed in the 2025 Budgeted Reserve for general Community Preservation Act purposes.

(Requested by the Community Preservation Committee)

**Recommendations:**

**Selectboard: Yes – 5, No – 0**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**SUMMARY:** This is the annual CPA housekeeping article. Out of a total projected revenue figure of \$773,240 for Fiscal Year 2025, \$38,662 is 5% of estimated revenue allowed for administrative expenses, as

provided by the Community Preservation Act. Open Space's 10%, and Historic Resources' 10% are reserved respectively for open space, and historic preservation purposes. Community Housing's 10% is divided between \$53,397 for debt service for the bond on Maurice's Campground and a housing reserve of \$23,927. The balance of \$504,437 is reserved for approved CPA projects in any category including Outdoor Recreation.

**ARTICLE NO. 14: COMMUNITY PRESERVATION – RETURN OF \$200,000 IN EMERGENCY HOUSING ASSISTANCE FUNDS FROM A GRANT OF \$270,000 VOTED AT TOWN MEETING SEPTEMBER 12, 2020:**

To see if the Town will vote, pursuant to MGL c.44B, to accept the return of a sum of \$200,000 to the Community Preservation Undesignated Fund Balance from the Emergency Housing Assistance Fund Grant of \$370,000 to the Wellfleet Housing Authority originally voted at Town Meeting September 12, 2020, for the purpose of adjusting Community Preservation Act accounting, or do or act anything thereon.

(Requested by the Wellfleet Housing Authority)

**Recommendations:**

**Selectboard: Yes – 5, No - 0**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**Wellfleet Housing Authority:**

**SUMMARY:** At the September Town Meeting of 2020, the Town voted to award \$370,000 to the Emergency Housing Assistance and Continued Rental Assistance Program to help neighbors remain in their homes and continue the ongoing Rental Assistance Program for qualified renters during the COVID pandemic. Such relief was provided using Federal and State funds, so local resources were not needed. The Housing Authority would like to request that \$200,000 from this grant be returned to the CPA Undesignated Fund Balance for use on future projects.

**ARTICLE NO. 15 – COMMUNITY PRESERVATION – AFFORDABLE HOUSING TRUST:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Fiscal Year 2025 Projected Surcharge revenues a sum of \$125,063 and from the Undesignated Fund Balance a sum of \$624,937 for a total sum of \$750,000 to the Wellfleet Affordable Housing Trust, and thereby support the development of affordable housing, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon

(Requested by the Wellfleet Affordable Housing Trust)

**Recommendations:**

**Selectboard: Yes – 5, No – 0**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**Wellfleet Housing Authority:**

**Wellfleet Affordable Housing Trust: Yes – 5, No – 0**

**Housing Partnership:**

**SUMMARY:** The Community Preservation Act allows communities to allocate funds to their Affordable Housing Trust. This offers the Wellfleet Affordable Housing Committee a way to respond in a timely manner to appropriate market opportunities for land acquisition, building purchase, essential maintenance needs and other allowed community housing activities.

**ARTICLE NO. 16 – COMMUNITY PRESERVATION – HABITAT FOR HUMANITY  
OLD KINGS HIGHWAY:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Fiscal Year 2025 Projected Surcharge revenues the sum of \$151,073 and the sum of \$23,927 from the reserves for community housing for a total of \$175,000 for the purpose of supporting Habitat for Humanity’s building four low and moderate income-eligible, first-time homebuyer houses on Old King’s Highway within the Town of Wellfleet, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by Cape Cod Habitat for Humanity)

**Recommendations:**

**Selectboard: Yes – 5, No – 0**

**Finance Committee:**

**Community Preservation Committee: Yes 6 – 0, No – 0**

**Housing Authority:**

**Local Housing Partnership: Yes – 5, No - 0**

**Wellfleet Affordable Housing Trust:**

**SUMMARY:** The Habitat for Humanity development on Old King’s Highway was approved at Town Meeting on April 26, 2016. Due to years of litigation, inflation, and other circumstances, the delay in the building of these homes has resulted in a significant increase in building costs. This grant will provide Habitat with \$175,000 to defray unforeseen costs and provide four low to moderate income eligible families with the opportunity to purchase community housing.

**ARTICLE NO. 17 – COMMUNITY PRESERVATION – LOWER CAPE HOUSING  
INSTITUTE:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Fiscal Year 2025 Projected Surcharge revenues the sum of \$7,500 to contribute to the cost of, and thereby support, for the continuance of the Community Development Partnership sponsored Lower Cape Housing Institute in Fiscal Year 2025, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Development Partnership)

**Recommendations:**

**Selectboard: Yes – 5, No – 0**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**Housing Authority:**

**Local Housing Partnership: Yes – 5, No-0**

**Wellfleet Affordable Housing Trust:**

**SUMMARY:** The Community Development Partnership (CDP) is offering the Lower Cape Housing Institute for an eighth year. The CDP seeks contributions from the eight participating towns towards the costs of continued education and technical assistance to develop better understanding of community housing needs and to support the town in meeting its housing production goals. Sessions are available at no additional cost to Town officials and other interested parties. CDP expects to continue large audience virtual sessions on particular topics and hold in-person peer group meetings.

**ARTICLE NO. 18 – COMMUNITY PRESERVATION – SPRING ROCK VILLIAGE AFFORDABLE HOUSING:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Fiscal Year 2025 Projected Surcharge revenues the sum of \$20,000 to contribute to the cost of, and thereby support community housing, in the construction of a 45 unit rental complex for affordable and workforce housing being developed by Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) in Brewster, Massachusetts, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Community Preservation Committee)

**Recommendations:**

**Selectboard:**

**Finance Committee:**

**Community Preservation Committee: Yes - 6, No – 0**

**Housing Authority:**

**Local Housing Partnership: Yes – 5, No- 0**

**Wellfleet Affordable Housing Trust:**

**SUMMARY:** It has been a tradition since the CPC began for neighboring communities to support one another in community housing efforts. Wellfleet has received significant funding for our housing projects over the years including from Brewster, and so it is our determination to reciprocate for this building project in Brewster, which will provide housing for working class families who are income eligible, a portion of the units will have a regional preference, including for the citizens of Wellfleet.

**ARTICLE NO. 19 – COMMUNITY PRESERVATION – 360 BLUE HERON ROAD CONSERVATION PROJECT:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from Community Preservation Fund Open Space Budgeted Reserve revenues a sum of \$25,000 for the purpose of removing a dilapidated structure on Map 42, Parcel 127 at 360 Blue Heron Road by the Open Space Committee so that the property can be placed in Conservation, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Open Space Committee)

**Recommendations:**

**Selectboard:**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**  
**Conservation Commission:**  
**Open Space Committee:**

**SUMMARY:** Four parcels of land were donated to the Town and accepted by the Select Board to be placed into Conservation land. The parcel related to this grant cannot be accepted into Conservation until the structure on it is removed. The property is located on a sensitive lowland marsh area, which will be improved by the removal of the dilapidated structure and will be a benefit to the Town as a preserved, pristine wetland. This land will be cared for and maintained by the Conservation Commission once it is taken into custody.

**ARTICLE NO. 20 – COMMUNITY PRESERVATION – ESTABLISHMENT OF LAND CONSERVATION FUND:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Open Space Budgeted Reserve revenues a sum of \$150,000 to establish the Wellfleet Land Conservation Fund for conservation purposes including the purchase of open space, conservation maintenance and creating trails as described and authorized in the Conservation Commission Act of 1957 (G.L. Ch 40 8C) with the Town Treasurer, as custodian of the Fund, depositing or investing the proceeds as set out in the Act, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Conservation Commission)

**Recommendations:**

**Selectboard: Yes – 2, No – 2, Abstain – 1**  
**Finance Committee:**  
**Community Preservation Committee: Yes – 6, No – 0**  
**Conservation Commission:**  
**Open Space Committee:**

**SUMMARY:** By State Law, Conservation Commissions are permitted to keep a fund for the purpose of purchasing, maintaining, and improving land placed into the custody of the Conservation Commission (“The Commission”). The Commission is responsible for the care, custody, and control of Conservation properties. The Conservation Commission voted on January 17, 2024, to inform the Select Board that the Conservation Commission has voted to establish a Wellfleet Land Conservation Fund, and to endorse an application to the CPC for a grant of \$150,000 to be transferred into this Wellfleet Land Conservation Fund. This process was reviewed by Town Counsel and approved. Providing a grant to this Fund will allow the Commission to do the work that it was founded to do.

**ARTICLE NO. 21 – COMMUNITY PRESERVATION – HISTORICAL COMMISSION:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Historical Budgeted Reserve revenues the sum of \$15,000 to continue completion of the Form B inventories of historic properties in Wellfleet and to offer a second workshop on historic preservation, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by The Wellfleet Historical Commission)

**Recommendations:**

**Selectboard: Yes – 5, No – 0**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**Historical Commission:**

**SUMMARY:** The Historical Commission’s goal is to create a comprehensive historical plan which will include an inventory and street-view assessment of all buildings and structures over 75 years old. The Historical Commission’s consultant will be able to continue compiling “Form B” inventories — fact sheets on historic properties in Wellfleet — which are stored at the Wellfleet Public Library and are available online at the Massachusetts Historical Commission's website: [www.mhc-macris.org](http://www.mhc-macris.org) (Massachusetts Cultural Resource Information System).

**ARTICLE NO. 22 – COMMUNITY PRESERVATION – BREUER HOUSE:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Historical Budgeted Reserve revenues the sum of \$200,000 for a grant to the Cape Cod Modern House Trust for the renovation and preservation of the historic Marcel Breuer House, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon.

(Requested by the Cape Cod Modern House Trust)

**Recommendations:**

**Selectboard: Yes – 4; No – 0, Recuse - 1**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**Historical Commission:**

**SUMMARY:** The proposed grant to provide funding toward the restoration of the Breuer House is contingent upon the purchase of the house and property by the Cape Cod Modern House Trust (CCMHT). The CCMHT has already raised a substantial portion of the \$2,000,000 necessary for the purchase of the property. The CCMHT has already been engaging the community at the Breuer House by offering tours, providing internships for Nauset High School architectural students, holding open houses, and creating educational opportunities for Wellfleet residents and visitors. This house is a most important modern house, as the owner and architect is widely renowned, and because all of the original contents of the house—furniture, textiles, books, historical photographs—have been preserved and will be included in the purchase of the house. When renovated, the house will continue to be a source of education, inspiration, and community engagement. It will also bring, as it has already, a significant cultural tourism to Wellfleet. The CCMHT has developed a self-sustaining business model in the use of this house which will alleviate the necessity to be in a constant state of fundraising. Additionally, the National Seashore Park is pursuing the purchase of a Conservation Restriction on the 4.2 acres, assuring that the property will never be developed beyond what already exists. This is a sensitive area which fronts three ponds, a Herring River resource, and Patience Brook.

**ARTICLE NO. 23 – COMMUNITY PRESERVATION – AIM THRIFT SHOP:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Historical Budgeted Reserve revenues the sum of \$15,000 for the renovation and preservation of the historic building that houses AIM at 305 Main Street in Wellfleet, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof or do or act anything thereon.

(Requested by Volunteers for AIM Thrift Shop)

**Recommendations:**

**Selectboard: Recommends**

**Finance Committee: Recommends**

**Community Preservation Committee: Recommends Yes – 6, No – 0**

**Historical Commission: Recommends**

**SUMMARY:** AIM Thrift Shop is a community partner located in the Central Historic District of Town and operates within an historic building. The Shop has made many improvements on the structure, but many more are necessary. This project would allow AIM to replace its shingles with historically accurate shingles, which will protect the building and keep an element of its historical nature in place.

**ARTICLE NO. 24 – COMMUNITY PRESERVATION – HENRY GRAY HOUSE:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Community Preservation Fund Historical Budgeted Reserve revenues the sum of \$17,241 and from the Projected Surcharge revenues a sum of \$32,759 for a total sum of \$50,000 to renovate and preserve, including de-leading, of the historic Henry Gray House that houses the Barnstable County AmeriCorps Cape Cod for Wellfleet and other Cape Towns and, to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof, or do or act anything thereon (Requested by AmeriCorps Cape Cod Volunteers)

**Recommendations:**

**Selectboard: Yes – 5, No – 0**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**Historical Commission:**

**SUMMARY:** The historic Henry Gray House, which is owned by the National Seashore and rented by Barnstable County AmeriCorps Cape Cod for the purpose of housing, is in need of repairs in keeping with its historic nature. The house is currently covered in lead paint, which is flaking and has become airborne. The dangers of breathing in lead paint can have adverse health effects on people of all ages. This project will partially fund the removal of the lead paint only. Barnstable County AmeriCorps Cape Cod has been a community partner and serves the Town in many capacities. Providing restoration of the historical aspects of this house will have the added benefit of preserving the safety of young people who serve Wellfleet.



**ARTICLE NO. 25 – COMMUNITY PRESERVATION – HISTORICAL SOCIETY AND MUSEUM:**

To see if the Town will vote, pursuant to MGL c.44B, to appropriate from the Projected Surcharge revenues a sum of \$100,000 to continue the renovation and preservation of the Wellfleet Historical Society Museum located at 262 Main Street, and to authorize the Selectboard to enter into a grant agreement to set forth the terms and conditions thereof or do or act anything thereon.

(Requested by The Wellfleet Historical Society and Museum)

**Recommendations:**

**Selectboard: Yes – 5, No – 0**

**Finance Committee:**

**Community Preservation Committee: Yes – 6, No – 0**

**Historical Commission:**

**SUMMARY:** This project will provide funding for the restoration of the original historic building, complete the addition, add features including efforts to make the Museum American Disabilities Act (ADA) compliant, and to install landscaping which will provide a venue for Museum programs. The goal of this project is, “to serve the entire community and visitors in a fully accessible, safe, and energy efficient building” that will enable the Museum staff to fulfill their mission.

**SECTION IV: UNCLASSIFIED ARTICLES**

**ARTICLE NO. 26 – TO CONVEY A LICENSE AT OLD CHEQUESSETT NECK ROAD TO THE UNITED STATES OF AMERICA FOR ACCESS TO CONSTRUCT AND MAINTAIN A HERRING RIVER RESTORATION PROJECT WATER CONTROL STRUCTURE:**

To see if the town will authorize the Selectboard to convey a license, or a series of licenses, of indefinite term, but at least 99 years, to the United States of America (Cape Cod National Seashore) for the purpose of installing, constructing, operating, maintaining and repairing an access road, for vehicular and pedestrian traffic, from the travelled portion of Old Chequessett Neck Road to property of the United States of America, on a portion of Old Chequessett Neck Road and on property of Wellfleet Conservation Trust, all as shown on a plan entitled “Easement License Plan Herring River Restoration Project Mill Creek Water Control Structure access Road Wellfleet, MA.” Dated October 2, 2023, prepared by Outermost Land Survey, Inc., a copy of which is on file with the Town Clerk, as said a plan may be amended, on such terms and conditions as the Selectboard deems to be in the best interests of the town, and to execute any and all documents and instruments necessary or convenient to carry out the purposes of this article, or to do anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends: Yes – 4, No – 0, Recuse – 1**

**SUMMARY:** The Town of Wellfleet and the Cape Cod National Seashore are undertaking the Herring River Restoration project to restore tidal flow and revive the extensive ecological and economic benefits provided by a healthy estuary. Article III, Section 7 of the Wellfleet General Bylaws requires that any license having a duration of longer than five (5) years must be authorized by the Town Meeting. This Article would enable the Selectboard to grant a license to the United States of America (Cape Cod National Seashore) for an indefinite term, but at least 99 years, upon an untraveled portion of Old Chequessett Neck Road and land owned by the Wellfleet Conservation Trust, over which the Town has an easement, for the purpose of accessing the Mill Creek Water Control Structure, located on National Seashore property. This Article is in furtherance of the Herring River Restoration project.

**ARTICLE NO. 27 – STRETCH ENERGY CODE – CORRECTION:**

Codified by the combination of 225 CMR 22 and 231, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommends:**

**SUMMARY:** T. To see if the town will vote to amend its General Bylaws, Chapter 124 – Building Construction, Section 124-2. By striking text that is shown as ~~struck through~~, and inserting as underlined as follows, or taken thereto.

**SECTION V: CHARTER, BYLAWS, INITIATIVE PETITIONS**

**ARTICLE NO. 28 – PETITIONED ARTICLE – TOWN OF WELLFLEET**

**SCHOLARSHIP PROGRAM:**

To see if the town will vote to adopt the following resolution:

WHEREAS, to address the very high cost of college and t fact that many Wellfleet families have a very difficult time paying for a 4-year degree program for their children.

WHEREAS we find this an inequity that should be addressed.

NOW THEREFORE, the town meeting votes to establish a Town of Wellfleet Scholarship Program with the following requirement:

1. To be eligible a student must be a Nauset High School graduate whose parent(s) line in Wellfleet:

2. Applicants must demonstrate a financial need by submitting a completed FASFA form and proved data for all 529 plans that the applicant is eligible for:
3. Applicants must be either applying to or enrolled in a 4-year bachelor's degree program:
4. Applicants may renew their scholarship annually if they maintain good grades:
5. Applicants must be attending an accredited, not-for-profit college:
6. All scholarship payments will be made directly to the colleges:
7. The scholarship program will be administered by the Cape Cod Foundation and the Cape Cod Association, which last year provided more than \$54,000 in scholarships to eight (8) Wellfleet families, and more than \$1 million in scholarships to Cape Cod families.

And to raise and appropriate \$100,000 for this scholarship program or take any other action related thereto.

(Citizen's Petition)

**Majority Vote Required**

**Recommendations:**

**Selectboard: Yes – 0, No – 4, Recused – 1**

**Finance Committee:**

**SUMMARY: TO BE DETERMINED**

**ARTICLE NO. 29 – PETITIONED ARTILCE – IN SUPPORT OF ENDURING CEASEFIRE IN GAZA:**

*WHEREAS*, The Town of Wellfleet recognizes that all human life is precious, regardless of race, religion, or nationality; and

*WHEREAS* The Town of Wellfleet advocates for the safety, dignity, freedom, and equality of all people, regardless of religion, race, or nationality; and

*WHEREAS*, Since the horrific Hamas attacks of October 7, 2023, in which over 1,200 Israelis were killed and more than 240 taken hostage, Israel's war on Gaza has killed over 29,000 Palestinians, including over 13,000 children, and wounded nearly 70,000; and

*WHEREAS*, the ongoing military campaign and blockade of Gaza has caused a catastrophic humanitarian crisis, including the displacement of approximately 1.9 million people (85% of Gaza's population) and the near total destruction of the healthcare system and civilian infrastructure, with the World Health Organization reporting that all Gazan hospitals have been destroyed or seriously damaged, and nearly 2.2 million people at "imminent risk of famine," according to the United Nations; and

*WHEREAS*, On January 26, 2024, the International Court of Justice (ICJ) issued a preliminary ruling finding that Palestinians of Gaza are a protected group under the genocide

law and ordered Israel to prevent genocidal acts, including the killing of members of the group, and to take immediate and effective measures to enable the provision of urgently needed basic services and humanitarian assistance; and

**WHEREAS** International organizations such as Amnesty International, the United Nations, the World Health Organization, the US Agency for International Development (USAID), the International Rescue Committee, and many others, have made a call for a ceasefire in order to prevent the further loss of life of civilians and to be in accordance with international humanitarian law; and

**WHEREAS**, Members of the Wellfleet community, including Muslims, Arabs, Jews, and others, are experiencing trauma, grief, shock and fear, compounded by increased incidents of Islamophobia, antisemitism, and anti-Palestinian racism, both nationally and locally; **NOW, THEREFORE, BE IT**

**RESOLVED**, That the Town of Wellfleet supports an enduring ceasefire, the unrestricted entry of life-saving humanitarian aid in Gaza, the restoration of food, water, electricity, and medical supplies to Gaza; and the release of all hostages, detainees, and political prisoners on all sides; **AND BE IT FURTHER**

**RESOLVED**, That the Town of Wellfleet condemns antisemitic, anti-Palestinian, anti-Arab, Islamophobic, and all 'xenophobic rhetoric and attacks, **AND BE IT FURTHER**

**RESOLVED:** That the Town of Wellfleet urges the Biden Administration, Senate, and Congress, to uphold the United States' obligations under the Genocide Convention and international law and work towards an enduring ceasefire, the restoration of humanitarian aid, and the release of all hostages, detainees, and political prisoners; **AND BE IT FURTHER**

**RESOLVED**, that a copy of this resolution be sent to each member of our federal delegation and to President Biden, urging them to use their position to enact a sustained ceasefire.

(Citizens Petition)

### **Majority Vote Required**

#### **Recommendations:**

#### **Selectboard:**

**Recommend: Yes – 4, No – 0, Abstain - 1**

**SUMMARY: TO BE DETERMINED**

**ARTICLE NO. 30 – PETITIONED ARTICLE – MEDICARE FOR ALL IN MASSACHUSETTS LAW:**

Whereas: The U.S. remains one of the few developed countries in the world that does not provide universal publicly funded health care; and

Whereas Massachusetts has been a leader in providing coverage for quality health care for its people; and

Whereas there is a proposed alternative means of providing health care for all that also provides expanded coverage, without co-pays and deductibles, and includes medical, dental, vision, hearing, mental, preventative, and Long-term care. This comprehensive system is referred to as Medicare for All -- a single-payer system; and

Whereas the Town of Wellfleet now spends nearly 13% percent of its payroll on employee and retiree health insurance, and payroll represents nearly half our total annual budget. Under the proposed Medicare for All in Massachusetts legislation, insurance would be only 8% of payroll, representing a savings of over half a million dollars. In addition, employees would save an average, per person, of close to \$1,500 each year; and

Whereas: Wellfleet, like nearly every Cape Cod town, faces a shortage of affordable housing and lacks the adequate funding to fully address this need; and

Whereas: In Wellfleet, the decline in water quality in the Bay, Harbor, and groundwater and the lack of water treatment systems in the most densely populated areas threatens our aquatic environment, our ability to have a thriving downtown area, and our ability to build more affordable housing. These needs carry future costs that are likely to be very substantial, and for which financial resources will be limited; and

Whereas: The costs of health care insurance and out-of-pocket co-pays and deductibles are a growing burden to most residents, and rising pharmaceutical costs force many to ration medications or forgo prescriptions altogether; and

Whereas: Access to Primary Care medical services and mental health care has become increasingly challenging for all, with long wait times for appointments, and resulting in adverse health consequences - expressed as "Care delayed is care denied." A single-payer system in this state would be a strong incentive for primary care physicians and other providers to choose Massachusetts to work because of the great reduction in insurance-related bureaucracy.

Now Therefore:

Based on the substantial monetary savings under the proposed legislation, which savings could well be applied to affordable housing, investment in sewer and water treatment systems, and other pressing needs, and based on the objective of guaranteeing access for all to essential medical and mental health services.

Through the voice of our town legislature, Town Meeting, the people of Wellfleet endorse the House and Senate "Medicare for All in Massachusetts" bill (H.1239 and S.744)

The Town will officially communicate its endorsement of this legislation to our State Representative, State Senator and the Governor of the Commonwealth.

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend: Yes – 5, No – 0**

**SUMMARY:** Based on the substantial monetary savings under the proposed legislation, which savings could well be applied to affordable housing, investment in sewer and water treatment systems, and other pressing needs, and based on the objective of guaranteeing access for all to essential medical and mental health services.

Through the voice of our town legislature, Town Meeting, the people of Wellfleet endorse the House and Senate "Medicare for All in Massachusetts" bill (H.1239 and S.744)

The Town will officially communicate its endorsement of this legislation to our State Representative, State Senator and the Governor of the Commonwealth.

**ARTICLE NO. 31 – HOME RULE PETITION – PESTICIDE REDUCTION**

To see if the town will vote to authorize and direct the Selectboard to petition for the Great and General Court of the Commonwealth of Massachusetts for special legislation, authorizing the town to adopt a pesticide reduction bylaw (the bylaw), the text which is set forth below, and to authorize the General Court, with the approval of the Selectboard, to make changes of form to the text thereto as may be necessary or advisable in order to accomplish the intent and public purpose of this legislation in order to secure passage; and vote to adopt the bylaw as follows:

**CHAPTER PESTICIDE REDUCTION BYLAW**

**§1. Purpose.**

The purpose of this bylaw is to reduce toxic pesticide use in and on public and private property in the Town of Wellfleet in order to promote a healthy environment and to protect the public from the hazards of pesticides, and for implementation of sustainable land and building management practices on all public and private property.

**§2. Findings.**

- A. Scientific studies associate exposure to pesticides with asthma, cancer, developmental and learning disabilities, nerve and immune system damage, liver or kidney damage, reproductive impairment, birth defects, and disruption of the endocrine system.
- B. Infants, children, pregnant women, the elderly, and people with compromised immune systems and chemical sensitivities are especially vulnerable to pesticide effects and exposure.
- C. Pesticides are harmful to pets and wildlife, including threatened and endangered species, soil microbiology, plants, and natural ecosystems.
- D. Toxic runoff from chemical fertilizers and pesticides pollutes streams, lakes, estuaries, and drinking water sources.

E. The use of pesticides is not necessary to create and maintain green lawns and landscapes given the availability of viable alternatives practices and products.

F. People have a right not to be involuntarily exposed to pesticides in the air, water or soil that inevitably result from chemical drift and contaminated runoff.

G. Sustainable land and building management practices that emphasize non-chemical methods of pest prevention and management, and least-toxic pesticide use as a last resort, will eliminate the use of and exposure to pesticides while controlling pest populations.

H. Sustainable land and building management practices complement other important goals of Wellfleet's maintenance and administration, such as energy conservation and security.

I. Wellfleet embraces a precautionary approach to the use of pesticides in order to adequately protect people and the environment from the harmful effects of pesticides.

J. Application of chemicals simply for aesthetic/cosmetic purposes has harmful consequences for our ecosystem, children and pets. Pollinators are directly harmed by applications particularly the indiscriminate (and long-term ineffective) spraying of pesticides.

### **§3. Authority.**

This bylaw is adopted under authority granted by the home Rule amendment to the Massachusetts Constitution and the provisions of any Special Legislation passed by the Legislature.

### **§4. Definitions.**

For the purposes of this bylaw, the following definitions shall apply:

Allowed Materials List - The list of acceptable pesticides is limited to the following:

1) All non-synthetic (natural) materials, with the exception of prohibited non-synthetic materials under 7 CFR 205.602.

2) Any synthetic material listed at 7 CFR 205.601 that is labeled for turf uses, subject to discretionary authority to require disclosure of inert ingredients; and

3) 25b listed pesticides under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA).

Inert ingredient - Any substance (or group of substances with similar chemical structures if designated by the Environmental Protection Agency) (EPA) other than an active ingredient that is intentionally included in any pesticide product (40 CFR 152.3(m)) [7 CFR 205.2 Terms defined.], and are not classified by the EPA Administrator as inserts of toxicological concern. [7 U.S.C. 6502(21) Definitions]

Non-synthetic (natural) materials - A substance that is derived from mineral, plant, or animal matter and does not undergo a synthetic process as defined in section 6502(21) of the Organic Foods Production Act. For the purposes of this part, 'non-synthetic' is used as a synonym for natural as the term is used in the regulations. [7 CFR 205.2 Terms defined.]

Pesticide - Any substance or mixture of substances intended for: (i) preventing, destroying, repelling, or mitigating any pest; (ii) use as a plant regulator, defoliant, or desiccant; or (iii) use as a spray adjuvant such as a wetting agent or adhesive. The term 'pesticide' includes insecticides, herbicides, fungicides, and rodenticides, but does not include cleaning products other than those that contain pesticidal agents.

Synthetic materials - A substance that is formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal, or mineral sources, except that

such term shall not apply to substances created by naturally occurring biological processes. [7 U.S.C. 6502(21) Definitions]

**§5. Prohibitions.**

The application of any Pesticide that is not on the Allowed Material List is prohibited, except as permitted in this bylaw.

**§6. Exceptions.**

A. The application of the following Pesticides is allowed:

1. Indoor pest sprays and insect baits (excluding rodent baits)
2. Insect repellants for personal and household use
3. Pet: Flea and tick sprays, powders, and pet collars
4. Kitchen, laundry, and bath disinfectants and sanitizer
5. Products labeled primarily to kill mold and mildew
6. Usage for commercial farming and nurseries.

B. Pesticides for the treatment of invasive plants for ecological restoration (see Massachusetts Invasive Plant Advisory Group current lists of Invasive, Likely Invasive, and Potentially Invasive <https://www.massnrc.org/mipag/>) may be used upon the grant of a waiver by the Town Manager or authorized designee.

C. If an emergency public health situation warrants the use of Pesticides, which would otherwise not be permitted under this bylaw, the Town Manager or authorized designee shall have the authority to grant a temporary waiver on a case-by-case basis after an evaluation of all alternative methods and materials.

**§7. Enforcement.**

The enforcement authority shall be the Town Administrator, or any town officials as designated by the Select Board to oversee and enforce the provisions of this bylaw.

**§8. Penalties.**

Any person who violates any provision of this bylaw shall be punished by a fine of one hundred dollars (\$100.00) for the first offense and three hundred dollars (\$300.00) for each offense thereafter. Each day or portion thereof during which a violation continues shall constitute a separate offense and a violation of each provision of the bylaw shall constitute a separate offense.

If the offender is a commercial applicator, the right to do business in Wellfleet may be revoked.

**§9. Severability.**

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

Provided, that this bylaw is subject to the Town obtaining special legislation from the Great and the General Court of the Commonwealth of Massachusetts authorizing the Pesticide Reduction Bylaw as aforesaid; or to take any other action relative thereto.

(Requested by the Selectboard)



## Majority Vote Required

### Recommendations:

### Selectboard:

Recommend: Yes – 2, No – 2, Abstain - 1

**SUMMARY:** The article authorizes the Select Board to file special legislation authorizing the adoption of the proposed bylaw as the application of pesticides in Wellfleet is currently primarily regulated by state and federal law. This article also proposes the adoption of a bylaw that seeks to reduce toxic pesticide use in and on public and private property in order to promote a healthy environment and to protect the public from the hazards of pesticide use. It does not prohibit businesses from selling products containing pesticides to anyone.

### **ARTICLE NO. 32 – HOME RULE PETITION – AUTHORIZE TOWN OF WELLFLEET TO ESTABLISH A REAL ESTATE TRANSFER FEE:**

To see if the Town will vote to authorize the Selectboard to petition the General Court to enact a special act of the Town of Wellfleet, the text of which is set forth below, and that the General Court be authorized to make clerical or editorial changes of form only to the bill so submitted, unless the Selectboard approves amendments to the bill before enactment by the General Court; and further that the Selectboard is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

### AN ACT AUTHORIZING THE TOWN OF WELLFLEET TO ESTABLISH A REAL ESTATE TRANSFER FEE

*Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same as follows:*

SECTION 1. For purposes of this act, the words and phrases set forth in this section shall have the following meanings:

"Purchaser" shall refer to the transferee, grantee, or recipient of any real property interest.

"Purchase price", all consideration paid or transferred by or on behalf of a purchaser to a seller or his nominee, or for his benefit, for the transfer of any real property interest, and shall include, but not be limited to, all cash or its equivalent so paid or transferred; all cash or other property paid or transferred by or on behalf of the purchaser to discharge or reduce any obligation of the seller; the principal amount of all notes or their equivalent, or other deferred payments, given or promised to be given by or on behalf of the purchaser to the seller or his nominee; the outstanding balance of all obligations of the seller which are assumed by the purchaser or to which the real property interest transferred remains subject after the transfer, determined at the time of transfer, but excluding real estate taxes and other municipal liens or assessments which are not overdue at the time of transfer; the fair market value, at the time of transfer, of any other consideration or thing of value paid or transferred by or on behalf of the purchaser, including, but not limited to, any property, goods or services paid, transferred or rendered in exchange for such real property interest.

"Real property interest", shall refer to any present or future legal or equitable interest in or to real property, and any beneficial interest therein, including the interest of any beneficiary in a trust which holds any legal or equitable interest in real property, the interest of a partner or member in a partnership or limited liability company, the interest of a stockholder in a corporation, the interest of a holder of an option to purchase real property, the interest of a buyer or seller under a contract for purchase and sale of real property, and the

transferable development rights created under chapter 183A of the General Laws; but shall not include any interest which is limited to any of the following: the dominant estate in any easement or right of way; the right to enforce any restriction; any estate at will or at sufferance; any estate for years having a term of less than 30 years; any reversionary right, condition, or right of entry

for condition broken; and the interest of a mortgagee or other secured party in any mortgage or security agreement.

"Seller" shall refer to the transferor, grantor or immediate former owner of any real property interest.

"Seasonal" shall be defined as a period commencing April 1 of each calendar year and termination November 30 of the same calendar year.

"Time of transfer" of any real property interest shall mean the time at which such transfer is legally effective as between the parties thereto, and, in any event, with respect to a transfer evidenced by an instrument recorded with the appropriate registry of deeds or filed with the assistant recorder of the appropriate registry district, not later than the time of such recording or filing.

"Town" shall refer to the Town of Wellfleet acting by and through its Selectboard.

SECTION 2. There is hereby imposed a Real Estate Transfer Fee equal to (A.) fee in the amount of one (1) percent of said purchase price shall be due and payable by the seller; and (B.) a fee in the amount of one (1) percent of said purchase price shall be due and payable by the purchaser upon the transfer of any real property interest in any real property situated in the Town of Wellfleet. Said fee shall be the liability of the buyer and seller of such property interest, and any agreement between the purchaser and the seller or any other person with reference to the allocation of the responsibility for bearing said fee shall not affect such liability of the purchaser. The fee shall be paid to the Town of Wellfleet. The first \$50,000 collected in each fiscal year shall be deposited in the Town's Capital Improvement Stabilization Fund. The remaining funds collected each fiscal year shall be deposited into the Wellfleet Affordable Housing Trust.

SECTION 3. The following transfers of real property interests shall be exempt from the Real Estate Transfer Fee:

A. First-time homebuyers who live in the home for at least five (5) years. A lien shall accompany the deed stating that "There is running with the land a lien equal to the amount of fee exempted, plus accumulated interest and penalties until such time as all conditions of this sub-section are met."

B. Transfers to the Government of the U.S., The Commonwealth, the Town of Wellfleet and any of their instrumentality's agencies or sub-divisions, such as the Wellfleet Housing Authority and The Wellfleet Housing Trust.

C. Transfers made without additional consideration to confirm, correct, modify or supplement a transfer previously made.

D. Transfers of convenience with consideration under \$100.00 which include: name change, into trusts, out of trust, etc.

E. Transfers to any charitable organization as defined in Clause Third of Section Five of Chapter 59 of the General Laws or any religious organization providing that the real property interests so transferred will be held solely for public charitable or religious purposes.

F. Transfers between immediate family members, marriage partners, parents and children, grandchildren, stepparents and stepchildren, brothers and sisters, or beneficiaries of an estate.

G. 120% of the previous fiscal year's median single-family home assessed value as assessed by the Wellfleet Town Assessor. This exemption shall not apply to properties occupiable on a seasonal basis only. This exemption shall not apply to properties with a sale price above \$2,000,000.

**SECTION 4.**

A. The fee imposed shall be due at the time of the transfer of real property interest.

B. The buyer shall pay interest on any unpaid amount of the fee at the rate the Town collects on unpaid Real Estate Taxes.

C. The Town shall notify a buyer by Registered or Certified Mail of any failure to discharge the amount in full of fee due.

E. The fee shall be paid to the Wellfleet, or its designee, and shall be accompanied by a copy of the deed or other instrument evidencing such transfer, if any, and an affidavit signed under oath or under the pains and penalties of perjury by the purchaser or his legal representative and the seller or his legal representative, attesting to the true and complete purchase price and the basis, if any, upon which the transfer is claimed to be exempt in whole or in part from the fee imposed hereby. The Town, or its designee, shall promptly thereafter execute and issue a certificate indicating that the appropriate fee has been paid or that the transfer is exempt from the fee, stating the basis for the exemption. The register of deeds for Barnstable County, and the assistant recorder for the registry district of Barnstable County, shall neither record nor register, or receive or accept for recording or registration, any deed, except a mortgage deed, to which has not been affixed such a certificate executed by the Town or its designee. The Town is authorized to provide for the collection and secure a lien of any outstanding transfer fee. The Town shall have such remedies to collect said amount as provided by law with respect to the collection of real property taxes. Failure to comply with this requirement shall not affect the validity of any instrument.

**SECTION 5. Annual Report.** The Town shall prepare and issue an annual report that (i) identifies fee receipts by payer category and unit type; and (ii) quantifies housing programs funded, including type and purpose.

**SECTION 6. Severance Clause.** The determination or declaration that any provision of this act is beyond the authority of the General Court or is preempted by law or regulation shall not affect the validity or enforceability of any other provisions.

**SECTION 7.** This Act shall take effect on passage.

(Requested by the Selectboard)

**Majority Vote Required.**

**Recommendations:**

**Selectboard:**

**Recommend Yes - 5, No - 0, Abstain - 0.**

**SUMMARY:** This home rule petition establishes a real estate transfer fee within the Town of Wellfleet. The income generated by this fee will solely fund small capital projects and housing in the town. Wellfleet needs as many funding sources as possible to address our housing crisis. This fee is assessed on the sale of a property

120% over the median home value and excludes transfers between family members or beneficiaries of estates. Only the sale value over 120% of the median would be subject to the fee. This fee creates a modest but consistent source of revenue of approximately \$250,000 in a typical year and is sorely needed to start addressing Wellfleet's housing issues. The median sale price of a single-family home in Wellfleet was \$940,000 in 2022.

**SECTION VI: STANDARD ANNUAL ARTICLES**

Voted on together as part of a consent agenda.

**ARTICLE NO. 33 – SURPLUS PROPERTY DISPOSAL:**

To see if the town will vote to authorize the Town administrator or his/her designee to dispose of personal property by trad-in or sale, or to do or act anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend:**

**SUMMARY:** This is an annual request that requires the Town Administrator to sell, trade in or dispose of surplus property on behalf of the town.

**ARTICLE NO. 34 – COLLECTION OF TAXES:**

To see if the town will vote in accordance with G.L. c. 41, sec. 38 to authorize the Town Collector to use all means for collecting taxes, which the Treasurer may use when appointed Collector, or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend:**

**ARTICLE NO. 35 – NAUSET SCHOOLS ASSESSMENT FORMULA:**

To see if the Town will vote to accept the provisions of General Law Chapter 71, Section 16B, which would reallocate the sum of member towns' contributions to the Nauset Regional School District in accordance with the Regional Agreement rather than the Education Reform Formula, so called for fiscal year 2025; or take any action relative thereto.

(Nauset regional School Committee)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**SUMMARY:** This article will apportion the Nauset Regional School Assessments for FY 2025 to the four member towns based on their proportionate enrollment within the school district instead of using the state formula contained within Massachusetts General Law (the Statutory Method). This alternative method is provided for by the Regional School Agreement entered and approved by the four members of the district and is the method used for many years by the member towns to apportion school district costs.

**SECTION VII: STANDARD CLOSING ARTICLES**

**ARTICLE NO 36 – REPORTS OF BOARDS AND COMMITTEES:**

To hear reports of the Selectboard, Town Officers, and all other Committees and to act thereon, or to do or act on anything thereon.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard**

Recommends:

**ARTICLE NO. 37 - OTHER BUSINESS:**

To act on any other business that may be legally come before the meeting.

(Requested by the Selectboard)

**Majority Vote Required**

**Recommendations:**

**Selectboard:**

**Recommend:**

**ANNUAL TOWN ELECTION WARRANT**

Monday April 29, 2024

The Commonwealth of Massachusetts

To either of the Constables in the Town of Wellfleet in the County of Barnstable:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in town affairs, to meet at the **WELLFLEET ADULT COMMUNITY CENTER, 715 OLD KING'S HIGHWAY in Wellfleet on Monday the 29<sup>th</sup> day of April 2024, between twelve o'clock noon and seven o'clock pm.** then and there to vote for the election of the following town officers: One Town Moderator for one year; Two for Selectboard for three years; One for the Wellfleet Elementary School Committee for three years; Two for the Board of Library Trustees for three years; one for the Board of Library Trustees for one year; on for the Cemetery Commission one for three years; One for the Housing Authority for five years.

**2024 ANNUAL TOWN ELECTION WARRANT**

And you are hereby directed to serve these warrants by posting attested copies thereof, one in the Post Office in Wellfleet and one in the Post Office in South Wellfleet, fourteen (14) days at least before the date of said meetings.

Hereof fail not and make do return of these warrants with your doings thereon, to the Town Clerk, at the time and place of said meetings.

Given under our hands this \_\_\_rd day of \_\_\_\_\_ 2024.

**Wellfleet Selectboard**

\_\_\_\_\_  
Barbara Caboni, Chair

\_\_\_\_\_  
John A. Wolf, Vice Chair & Clerk

\_\_\_\_\_  
Ryan Curley, Member

\_\_\_\_\_  
Timothy Sayre, Member

\_\_\_\_\_  
Michael F. DeVasto, Member

**Constable's Return of Service**

I have served the foregoing warrant by posting attested copies thereof in the Post Office in Wellfleet and the Post Office in Sout Wellfleet in the town on: \_\_\_\_\_, which is at least fourteen (14) days before the date of said meeting, as within directed.

Date: \_\_\_\_\_

Constable: \_\_\_\_\_









# SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

IX

## CORRESPONDENCE

<b>REQUESTED BY:</b>	Selectboard
<b>DESIRED ACTION:</b>	To review correspondence that has been received via mail or email.
<b>PROPOSED MOTION:</b>  <b>Summary:</b>	No motion is needed for this agenda item
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____



Cape Light Compact JPE  
 261 Whites Path, Unit 4, South Yarmouth, MA 02664  
 Energy Efficiency 1.800.797.6699 | Power Supply 1.800.381.9192  
 Fax: 774.330.3018 | capelightcompact.org

*Rec'd*  
*3-11-24*  
*by Fed-Ex*  
*3:48 pm*

March 8, 2024

***BY FEDERAL EXPRESS AND ELECTRONIC MAIL***

Board of Selectmen  
 c/o Town Administrator  
 Town of Wellfleet  
 300 Main Street  
 Wellfleet, MA 02667

Re: Cape Light Compact JPE

Dear Selectmen:

The purpose of this letter is to inform the Town that the Governing Board of the Cape Light Compact JPE (the “Compact”) intends to vote on a clarifying amendment to Compact’s Second Amended and Restated Joint Powers Agreement dated as of July 21, 2021 (the “JPA”). The vote to adopt the proposed amendment will take place at the April 10, 2024 Governing Board meeting, or at a later date if the Governing Board decides that a later date is more desirable or appropriate.

While the power to amend the JPA generally lies with the Governing Board, the Compact Members are required to be given advance notice under Article XV of the JPA which provides for at least thirty (30) days advance written notice prior to taking a Governing Board vote to adopt such amendment(s). The Governing Board is proposing to amend Article XVI of the JPA to provide the clarifying language set forth in bold italicized text as follows:

This Agreement shall continue in effect for a term not to exceed twenty-five (25) years; ***more specifically, the term will end July 21, 2046 unless extended by the Governing Board through an amendment to this Agreement prior to such date.***

Members having any comments on the proposed amendment are being asked to provide them to their Director in advance of the April meeting. Please let me know if you have any questions.

Sincerely,

Cape Light Compact JPE Administrator

cc: Richard Elkin, Wellfleet Cape Light Compact JPE Director (via email)

*Working Together Toward A Smarter Energy Future*

Aquinnah Barnstable Bourne Brewster Chatham Chilmark Dennis Dukes County Eastham Edgartown Falmouth  
 Harwich Mashpee Oak Bluffs Orleans Provincetown Sandwich Tisbury Truro Wellfleet West Tisbury Yarmouth

## Rebekah Eldridge

---

**From:** Jude <jude@judeahern.com>  
**Sent:** Saturday, March 16, 2024 5:44 AM  
**To:** Board of Selectmen  
**Subject:** Fwd: Automatic reply: 3 Kendrick is a single family home see 11/13/18

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Town needs to change this field card immediately. There are no easements and Town Counsel knows this. They (Belvernon and Mac's on the Pier) tried to use the property as leverage to move Mac's seafood septic but that didn't work back then, why suddenly now? Because their attorney is the same attorney as several of you on the Selectboard?

Who owns that catamaran stored on that property? I'm sure someone has already looked into that. Is it legal to store other people's boats on one's residential property?

Please address these issues. There is no way the Hays are going to intimidate the town with a threat of a lawsuit unless you treat me the same way.

Jude

Sent from my iPhone

Begin forwarded message:

**From:** Nancy Vail <nancy.vail@wellfleet-ma.gov>  
**Date:** February 28, 2024 at 11:25:24 PM EST  
**To:** Jude <jude@judeahern.com>  
**Subject:** Automatic reply: 3 Kendrick is a single family home see 11/13/18

I am out of the office until Monday, March 18, 2024. Jennifer Kane will be in the office and can be reached at 508-349-0304 or jennifer.kane@wellfleet-ma.gov.

For cemetery inquiries, please contact Cemetery Commissioner David Agger at 410-952-3269 or Skip Annett at 508-214-0124.

## Rebekah Eldridge

---

**From:** Dee Lap <denicelapierre@gmail.com>  
**Sent:** Sunday, March 17, 2024 4:45 PM  
**To:** Shellfish Advisory Board; Tom Guerino; Board of Selectmen  
**Subject:** Fwd: paying attention to the project

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Sent from my iPhone

Begin forwarded message:

**From:** Denice lapierre <denicelapierre@gmail.com>  
**Date:** March 17, 2024 at 3:18:10 PM EDT  
**To:** info@herringriver.org  
**Cc:** dan.mckiernan@mass.gov  
**Subject:** paying attention to the project

Hello,

I would like to see an updated view/explanation of your vision for the harbor now that we are experiencing how the desecration of many acres affects the surrounding waters and properties. I understand you have been eating the trees and am hopeful you are taking that debris off site. From our property I can hear the demise of all the trees and am not in support of this kind of destruction of our natural environment. We have seen an influx of species that have long inhabited this area seeking alternative places to live. I had a serious and loud complaint about mosquitoes for the last 2 years being unbearable for outlying residents. My 82 year old neighbor that gets her exercise in her yard which in my opinion extends her life has been reduced by the mosquito population that has been multiplied by thousands since the operations of the Herring River Project. What are the true benefits of this project? Ultimately from what I have been hearing is it will ruin Wellfleet Harbors shellfish industry and cloud the waters to a point the shellfish become nothing more than filters that are inedible. I know our constable totes our harbor as a 9 million dollar industry harbor but clearly if we allow projects like this to do science we are at risk of being a zero dollar harbor. Science is not a certainty and just as a homeowner without getting into being a stakeholder I have serious concerns. What really was the original intention of this project and are your current metrics aligning with your original intentions? Please offer clarity to me and other abutters of your giant and hopefully well intentioned project to your current trajectories as i am completely holding to my initial feelings that it was NOT a good idea and I rejected it and could find no reason to support its mission.

We have many many acres of protected land. This project was a vision that could be the potential ruin of Wellfleet harbor. I hope you are all understanding that and have alternate plans to reduce the effects of your science experiments. They aren't within a small scope where science is usually conducted but more seriously conducted as an experiment that

will affect an entire industry. Let's hope my perspective and observations are wrong.  
Denice Lapierre

## Rebekah Eldridge

---

**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Monday, March 18, 2024 3:51 PM  
**To:** Board of Selectmen  
**Subject:** Fwd: Rebekah Eldridge's comments about police last Tuesday

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

And why did the Chair allow Rebekah to speak directly to the business owner about something that is no her business at all?  
Attorney Carboni I want security at Oysterfest and the town's liability explained tomorrow night before public comment.

Begin forwarded message:

**From:** Jude Ahern <jude@judeahern.com>  
**Subject:** Re: Rebekah Eldridge's comments about police last Tuesday  
**Date:** March 18, 2024 at 3:47:43 PM EDT  
**To:** Kevin LaRocco <kevin.larocco@wellfleet-ma.gov>

Hearing her speak like that was worrisome. It's actually not OK.

On Mar 18, 2024, at 12:54 PM, Kevin LaRocco <kevin.larocco@wellfleet-ma.gov> wrote:

No worries, thank you for bringing this to my attention.

On Mar 18, 2024, at 12:48 PM, Jude <jude@judeahern.com> wrote:

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Thank you for explaining that. That's not what Rebekah said authoritatively, that's why I wanted to bring it to your attention.

Sent from my iPhone

On Mar 18, 2024, at 8:49 AM, Kevin LaRocco  
<[kevin.larocco@wellfleet-ma.gov](mailto:kevin.larocco@wellfleet-ma.gov)> wrote:

Good morning, Jude,  
The Wellfleet Police Department is hired privately through details to assist the security company and to have a presence for obviously reasons for public safety with that amount of people in Town, these hours are figured out and decided on how many officers per day and locations- All officers involved are not on duty and paid by contract private detail.

The Wellfleet Police does not erect chain link fences, this is done by recommendations from ABCC and Oysterfest personnel, Fire department and Police department public safety meetings. The fire Department and I have met with the owner several times regarding this prior and during Oysterfest this year.

The Wellfleet Police Department had nothing to do with erecting a fence deterring people from the bike path, this was DCR property and we had no involvement, in fact we attempted to speak with DCR to take the fence down and was unsuccessful.

Hope this helps.

Respectfully,

Kevin

-----Original Message-----

From: Jude <[jude@judeahern.com](mailto:jude@judeahern.com)>

Sent: Saturday, March 16, 2024 5:16 AM

To: Kevin LaRocco <[kevin.larocco@wellfleet-ma.gov](mailto:kevin.larocco@wellfleet-ma.gov)>

Subject: Rebekah Eldridge's comments about police last Tuesday

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and know the content is safe.

Dear Chief LaRocco:

I'm not sure if you know that Tebekah Eldridge replied to the owner of the liquor store about the chain link fence someone (?) constructed outside of their store during Oysterfest last year. Rebekah explained that it was a liability problem for SPAT if someone bought alcohol from the liquor store and then came into the event, thus the need for the chain link fence. She then said the owner should speak with you.

I didn't realize the Town of Wellfleet was responsible for the security of the event. I know in the past they hired their own security company and then one year that company didn't show up and our police and fire has to step up and be the security too. That was a few years ago, I asked SPAT about it se real times and they ignored me (Bruce Bierhans is their attorney). Their IRS forms reveal that they only pay the police \$23,000 for an entire week of help which I find very low and will also ask them to explain (sorry, I may have to ask you for some financial info too because they will probably continue to ignore me). Anyway, bottom line is our police department is acting as security for the event. According to Rebekah.

Please confirm that this indeed is the police departments doing and thus responsibility. You guys quickly erected a chain link fence to deter people at the bike path when Richard Blakeley was hauled off in ankle cuffs. Did you do this again?

SPAT is a tax free corporation. They feel they are above any questioning. They aren't bound by rules real local government entities most follow.

Please respond to the relationship between the wellfleet police department and SPAT re: security at ousterfest. If we are now their security company we are not getting paid nearly

enough. The owner of the liquor store deserves an explanation in public.

Respectfully,

Jude

Sent from my iPhone

## Rebekah Eldridge

---

**From:** Diane Brunt <dibrunt@yahoo.com>  
**Sent:** Wednesday, March 20, 2024 8:40 AM  
**To:** Board of Selectmen; Karen Plantier; Tom Guerino  
**Cc:** Rebekah Eldridge; Denise Coffey  
**Subject:** important meetings all simultaneous Thursday 3/21/24

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Why is the Board of selectmen meeting and possibly voting on the budgets happening at 6 pm when the Finance Committee is holding meeting at 7, and allowing for the first time public comments and questions on the budget . Furthermore, an important meeting of the climate action committee meeting is being held the same night and time as is the Zoning Board.

What will the TA attend and what will he miss? The people?

There is no clearer message that the Board and the Administration does not care about the opinions, concerns and questions of the citizens then to schedule a meeting on the budget (and potentially a vote) while the Finance Committee is 'allowing' the people their first and likely only opportunity to speak to the budgets. For the TA's information the Finance Committee stopped allowing public comment as soon as the public asked questions about the WSD hire. What is the plan here ? Is the plan to discuss and vote on all the controversial budgets while the people attend Fin Com? What is going on here?

This is a perfect cocktail to exclude public involvement and knowledge. If this is an error and oversight I ask that you please do something about this scheduling today . If you do not then your message is clear.

## Rebekah Eldridge

---

**From:** Denice Lapierre <denicelapierre@gmail.com>  
**Sent:** Thursday, March 21, 2024 10:01 PM  
**To:** Board of Selectmen  
**Subject:** Tonights meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Bos members,

I just wanted to send my thoughts along about your vote to not allow funding for scholarships. I find it pretty ridiculous that you would approve budgets that can potentially be fully funded by means of their own receipts such as the marina fund but find scholarship funds as a burden to the taxpayer. I think we are all far enough along in life to understand the true value of education and how it positively contributes to our community. We are certainly at a time where we understand how important education in all realms assists in the decisions we make as well as in hiring. I have seen many complaints that there is no pool of qualified hires, well it starts with educated people. Let's not discontinue programs/subsidies that encourage our youth to seek higher education because we know this will ultimately be to our detriment. We know our townspeople that would benefit from these programs are most likely folks that have lived in and served the community for years if not decades. This decision tonight that I watched and was pretty disgusted by is one of many that are part of a clear lack of full picture thinking that isn't being upheld in our community currently. As a townspeople I see a lot-too many abuses of my tax dollar happening, especially when I watch these meetings. Please, I seriously implore you to get your heads out of your asses and start making whole town decisions that will have benefits now in the short term and also for the future of Wellfleet and the people that choose to stay here. Frankly, I wouldn't have taken such issue with your vote on this if I knew you were desperately trying to manage our funds better. You are not and the bottom line of where we stand financially as a town is horrendous. As an aside I do plan to file a complaint about the censorship of our townspeople. Everyone should have a chance to speak at will. I have attended most meetings via zoom and have never seen a disruptive, aggressive person. I have seen oppositional comments which are not illegal. Hiding behind KP law maintaining that everything you ask is found in researching case law is pretty basic and not going to be a long lived strategy.

Respectfully (if you prove its deserved),

Denice Lapierre

--

Denice Lapierre  
(508)237-7133

## Rebekah Eldridge

---

**From:** Jude <jude@judeahern.com>  
**Sent:** Thursday, March 21, 2024 10:59 AM  
**To:** Board of Selectmen  
**Subject:** Fwd: Vote on spending \$41k for harborwide dredging permit

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Barbara wouldn't let me ask questions when Nancy appeared before the Board and Nancy said she thought it was more appropriate for an SAB meeting. She then takes off for vacation, doesn't share with me Jordan's ONE monitoring report like she told Cons Comm she would, haven't seen the RFP Coastal engineers won, haven't seen the grant proposal she sent to SPAT.

And now she and Johnnie again don't want to cultching to be on the agenda. Can't be on a Monday, can't be when I just get back from a month's vacation, doesn't matter that the warrant is going to press.

Don't vote on article 13.

Jude

Sent from my iPhone

Begin forwarded message:

**From:** Jude <jude@judeahern.com>  
**Date:** March 21, 2024 at 10:47:58 AM EDT  
**To:** SAB@wellfleet-ma.gov  
**Subject:** Vote on spending \$41k for harborwide dredging permit

The Selectboard did not vote on Nancy's revolving fund because they are waiting for SAB opinion because at that point it needed to be increased to \$100K. Therefore you need to meet on the 27th as planned and agreed upon and share with the Board your opinion. It is worrisome that you continue to cancel meetings.

Jude

Sent from my iPhone

## Rebekah Eldridge

---

**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Wednesday, March 27, 2024 7:39 PM  
**To:** Board of Selectmen; Tom Guerino  
**Subject:** Nancy sent the grant application and not one of you had the courtesy to send it along to me?

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

And your mics were live for 4-1/2 minutes after I left. I will address this in my next public comment.

## Rebekah Eldridge

---

**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Wednesday, March 27, 2024 10:49 AM  
**To:** Board of Selectmen; Tom Guerino; heath.martinez@wellfleet-ma.gov  
**Subject:** public health risk -consider yourselves informed  
**Attachments:** PRRforvibrioenforcement.pdf

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Selectboard and Tom and Heath:

I heard after I left that Nancy claims I am somehow "after" her personally because she and our former TA blatantly suppressed a public health emergency. I gave them photos of license plates of people who had unknowingly harvested clams from the harbor during a closure. They did nothing to try to track those people down. Neither one of them told our Health Agent Hillary Greenberg. Hillary was not happy and had to speak with Nancy about protocol and communication.

Currently we have vibrio cases that Nancy refuses to investigate and thus puts at risk everyone else. A photographer for SPAT and the Independent brags on FB about selling 100,000 illegally out of his truck in a Cambridge parking lot and Nancy turns the other way. (see attached)

Nancy is a PR master, she will spin truthful bad news into good news or just not mention it at all. We are at great risk with all the major projects we have going on all dependent on "adaptive management"

Consider yourselves informed and now legally responsible.

Jude

## Rebekah Eldridge

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**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Wednesday, March 27, 2024 11:05 AM  
**To:** Board of Selectmen; Tom Guerino; heath.martinez@wellfleet-ma.gov  
**Subject:** Fwd: public health risk -consider yourselves informed  
**Attachments:** JA 1 25 24 response.pdf; PRRforvibrioenforcement.pdf

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here is the PRR again but with the Town's response now attached too. Since I followed up with Nancy directly and she didn't reply, she can't try to blame the Town Clerk who may have never asked her.

Begin forwarded message:

**From:** Jude Ahern <jude@judeahern.com>  
**Subject:** public health risk -consider yourselves informed  
**Date:** March 27, 2024 at 10:48:56 AM EDT  
**To:** Board of Selectmen <bos@wellfleet-ma.gov>, Tom Guerino <tom.guerino@wellfleet-ma.gov>, heath.martinez@wellfleet-ma.gov

Dear Selectboard and Tom and Heath:

I heard after I left that Nancy claims I am somehow "after" her personally because she and our former TA blatantly suppressed a public health emergency. I gave them photos of license plates of people who had unknowingly harvested clams from the harbor during a closure. They did nothing to try to track those people down. Neither one of them told our Health Agent Hillary Greenberg. Hillary was not happy and had to speak with Nancy about protocol and communication.

Currently we have vibrio cases that Nancy refuses to investigate and thus puts at risk everyone else. A photographer for SPAT and the Independent brags on FB about selling 100,000 illegally out of his truck in a Cambridge parking lot and Nancy turns the other way. (see attached)

Nancy is a PR master, she will spin truthful bad news into good news or just not mention it at all. We are at great risk with all the major projects we have going on all dependent on "adaptive management"

Consider yourselves informed and now legally responsible.



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
WATERWAYS REGULATION PROGRAM

Notice of License Application Pursuant to M. G. L. Chapter 91  
Waterways License Application Number 24-WW01-0022-APP  
Giotto, LLC

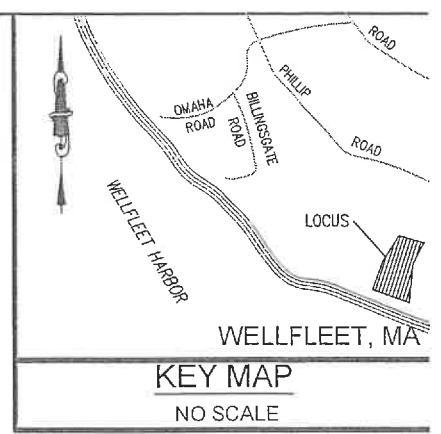
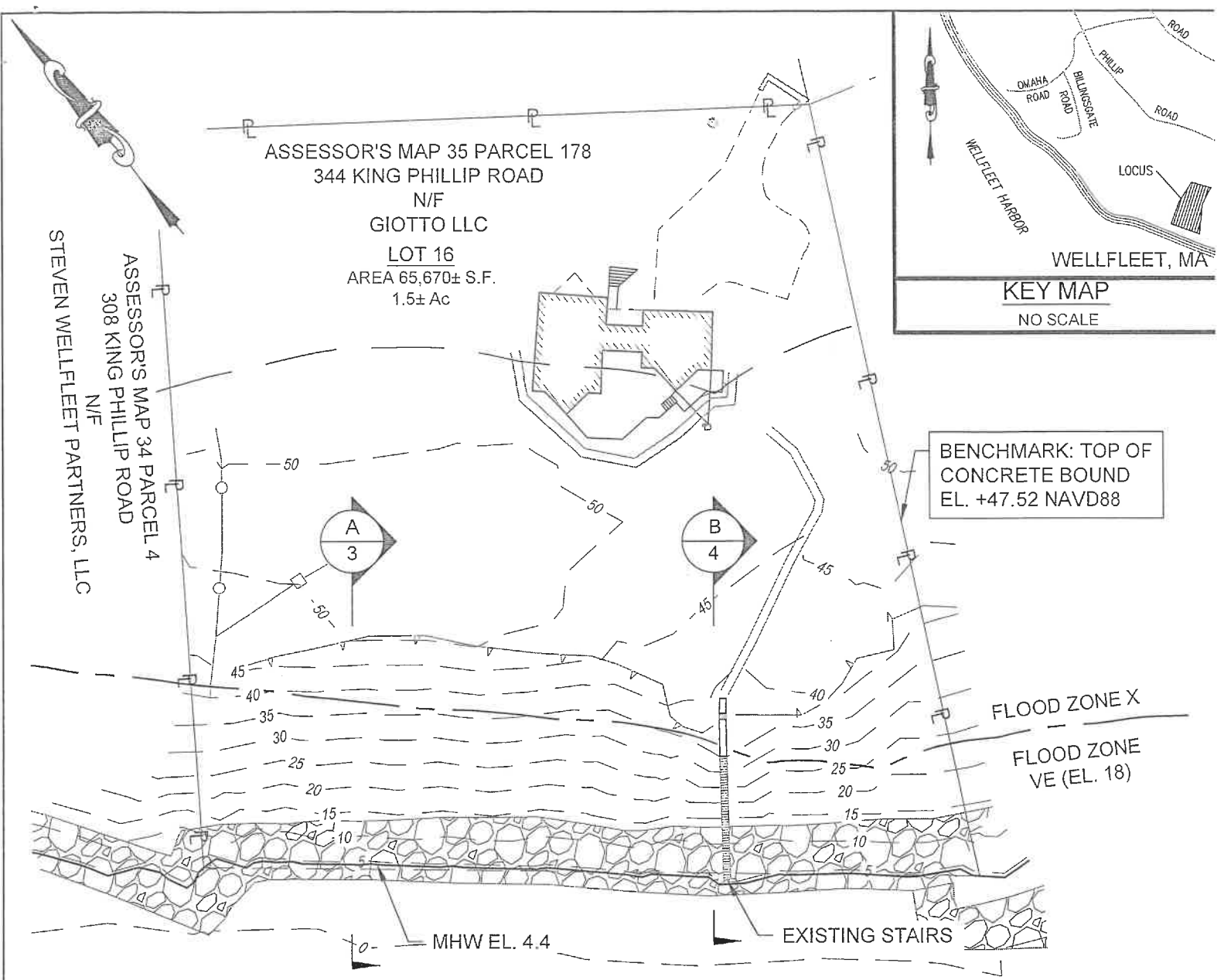
**NOTIFICATION DATE: March 22, 2024**

Public notice is hereby given of the waterways application by Giotto, LLC, to re-construct and maintain an existing revetment and stairway beach access at 344 King Phillip Road in the municipality of Wellfleet, in and over the waters of Wellfleet Harbor in an area which has been designated as an Area of Critical Environmental Concern (ACEC). The proposed project has been determined to be water-dependent.

The Department will consider all written comments on this Waterways application received within 30 days subsequent to the "Notification Date". Failure of any aggrieved person or group of ten citizens or more, with at least five of the ten residents residing in the municipality(s) in which the license or permitted activity is located, to submit written comments to the Waterways Regulation Program by the Public Comments Deadline will result in the waiver of any right to an adjudicatory hearing in accordance with 310 CMR 9.13(4)(c).

Project plans and documents for the Waterways application are on file for public viewing electronically at: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/> (enter "24-WW01-0022-APP" in the Search Page as the Record ID). If you need assistance, please contact [christine.koczera@mass.gov](mailto:christine.koczera@mass.gov) or if you do not have access to email, please leave a voicemail at (508) 946-2700 and you will be contacted with information on alternative options.

Written comments must be addressed to: Christine Koczera, Environmental Analyst, DEP Waterways Regulation Program, 20 Riverside Drive, Lakeville, MA 02347.



BENCHMARK: TOP OF CONCRETE BOUND  
EL. +47.52 NAVD88

- NOTES:
1. HORIZONTAL DATUM IS MASSACHUSETTS MAINLAND US SURVEY FOOT
  2. THE VERTICAL DATUM IN U.S. SURVEY FEET NAVD88
  3. PROJECT SITE SURVEYED FEBRUARY 11, 2022
  4. DATUM FROM BUZZARDS BAY ESTUARY PROGRAM

WELLFLEET HARBOR



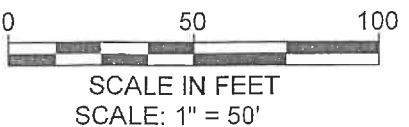
A EXISTING CONDITIONS PLAN  
1 SCALE: 1" = 50'-0"

**LEGEND**

- HISTORIC HIGH WATER
- MEAN HIGH WATER (MHW EL. 4.4' NAVD88)
- ..... MEAN LOW WATER (MLW EL. -5.8' NAVD88)
- FEMA FLOODPLAIN ZONE AE BOUNDARY
- WDUZ — WATER DEPENDENT USE ZONE
- EXISTING CONTOURS
- PL — PROPERTY LINE

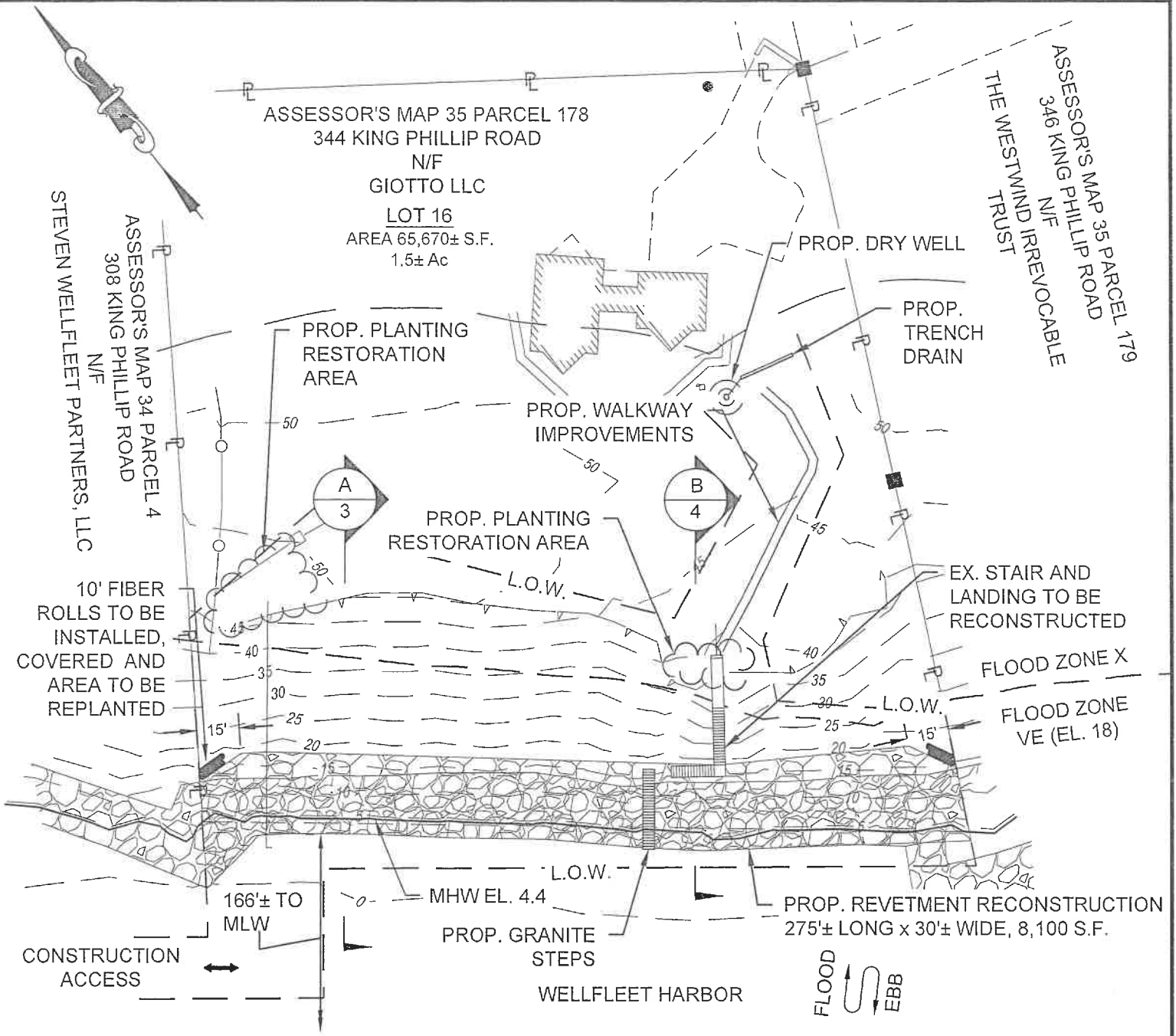
**PROJECT DATUM (NAVD88)**

HTL	EL. 7.0
MHW	EL. 4.4
NAVD	EL. 0.0
MLW	EL. -5.8



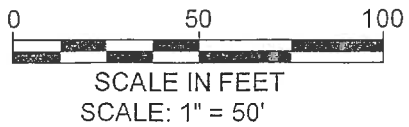
EXISTING CONDITIONS  
SHEET 1 OF 4  
MARCH 22, 2024

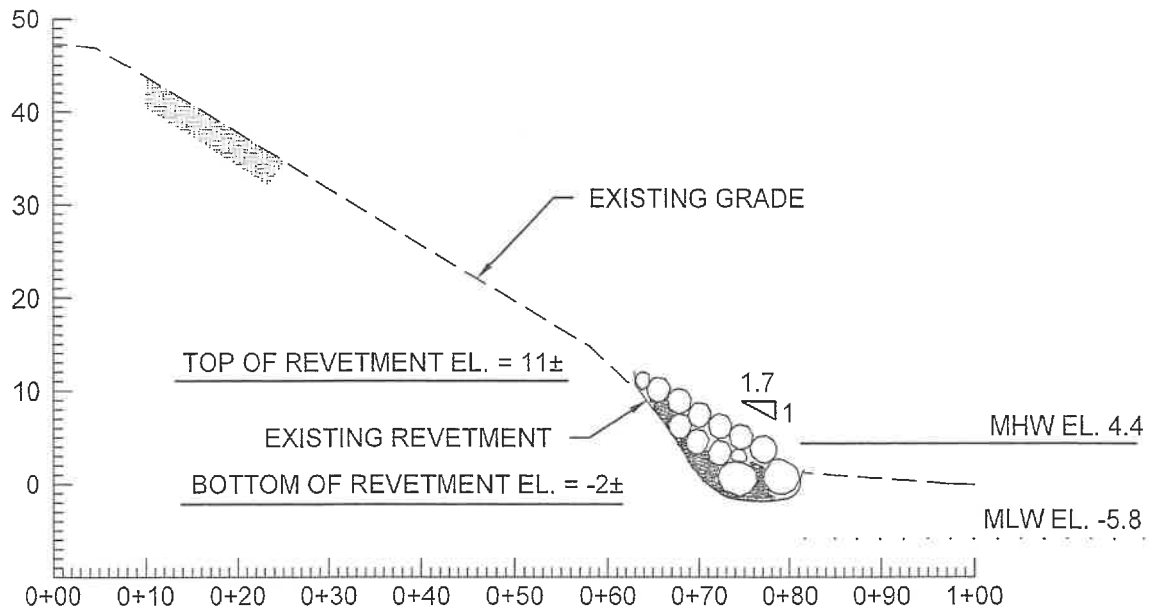
PLAN TO ACCOMPANY PETITION OF GIOTTO LLC TO LICENSE, RECONSTRUCT AND MAINTAIN EXISTING REVETMENT AND STAIRWAY ACCESS IN WELLFLEET HARBOR, AT 344 KING PHILLIP ROAD, WELLFLEET, BARNSTABLE COUNTY, MA



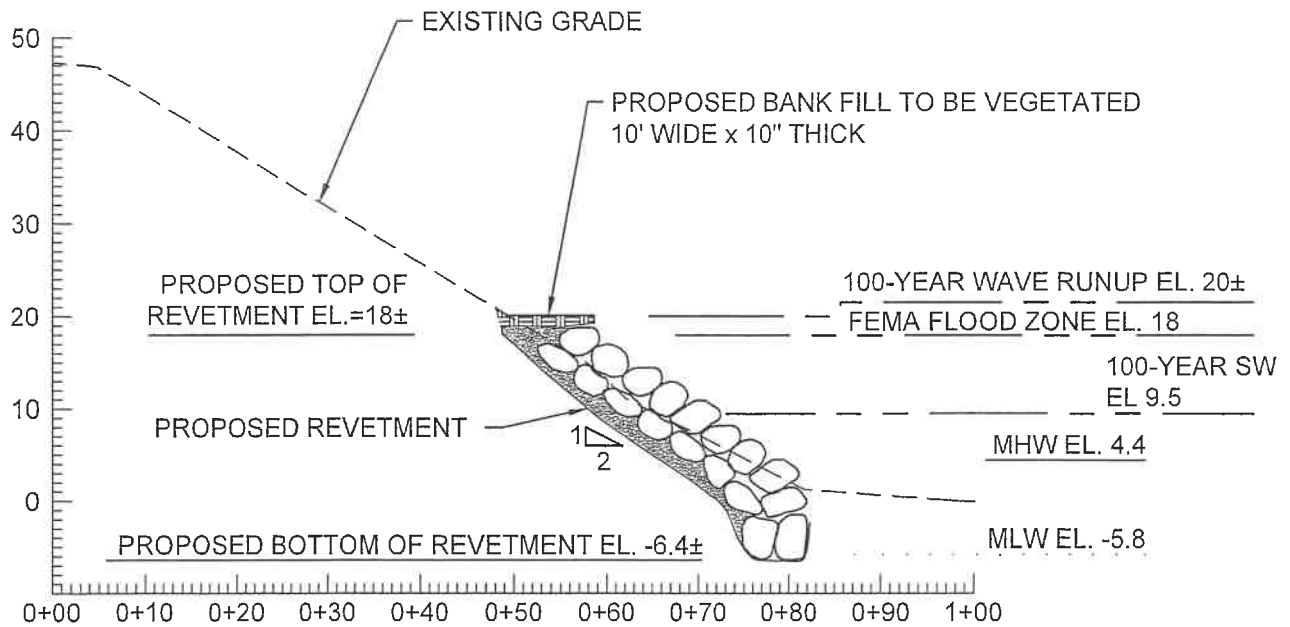
- NOTES:
1. AREAS ALONG THE TOP OF THE REVETMENT TO BE GRADED AND RE-PLANTED.

A PROPOSED CONDITIONS PLAN  
 2 SCALE: 1" = 50'-0"

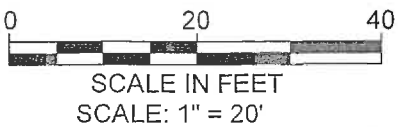


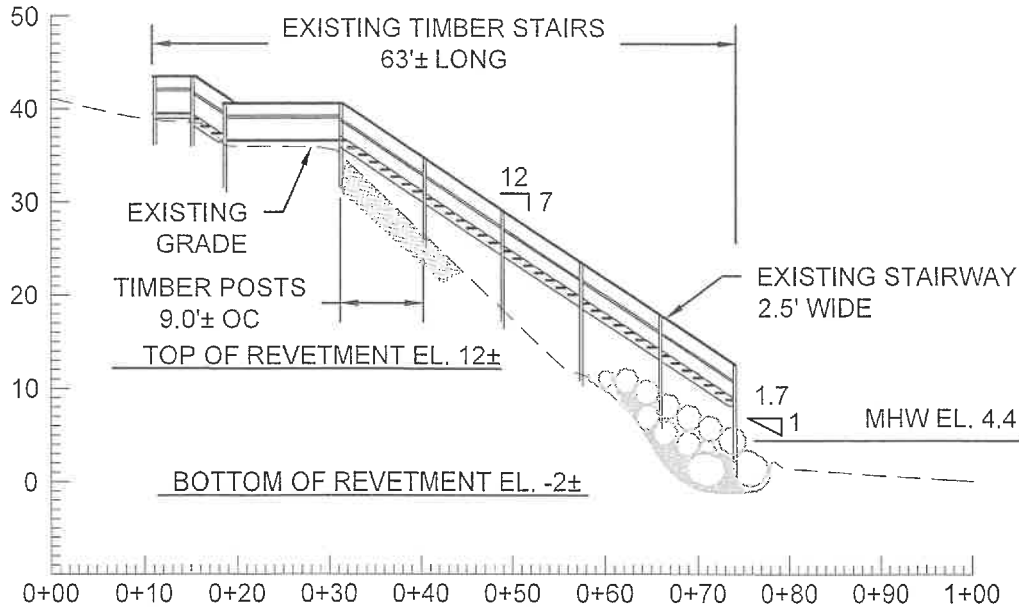


A EXISTING REVETMENT SECTION  
3 SCALE: 1" = 20'-0"

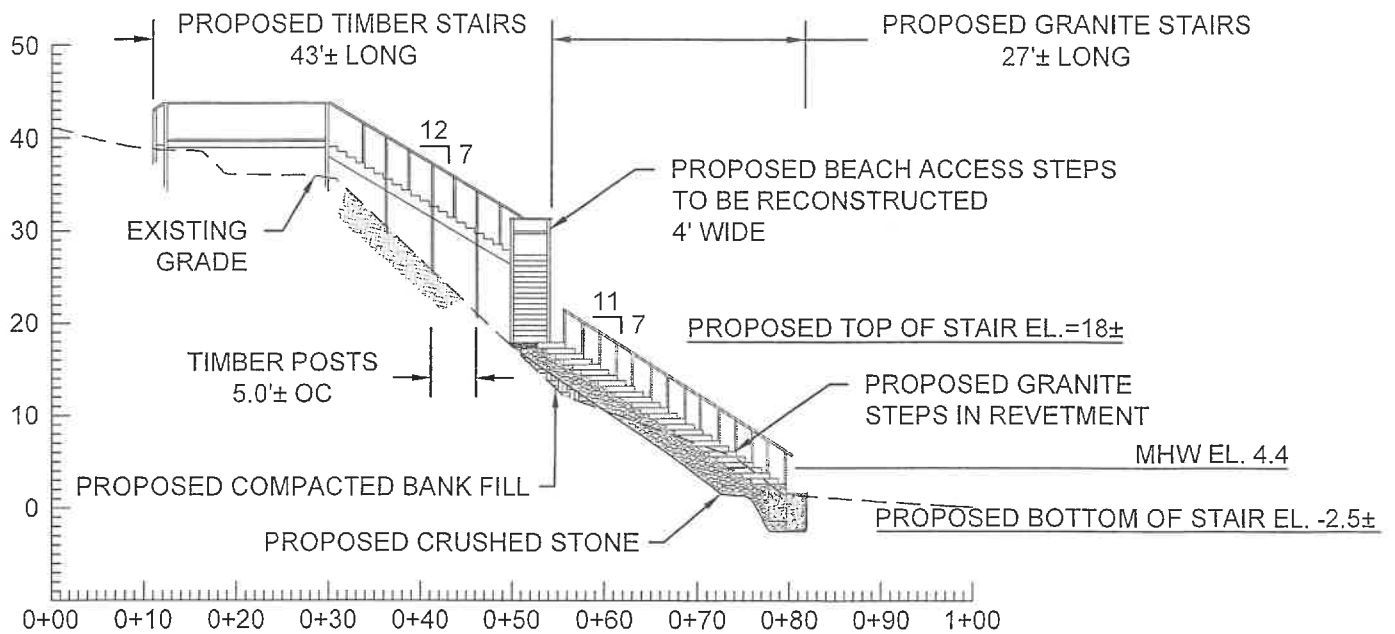


A PROPOSED REVETMENT SECTION  
3 SCALE: 1" = 20'-0"

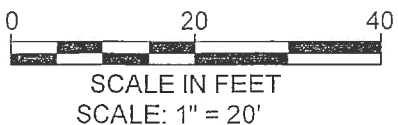




(B) EXISTING STAIRWAY SECTION  
4 SCALE: 1" = 20'-0"



(B) PROPOSED STAIRWAY SECTION  
4 SCALE: 1" = 20'-0"





DEPARTMENT OF THE ARMY  
US ARMY CORPS OF ENGINEERS  
NEW ENGLAND DISTRICT  
696 VIRGINIA ROAD  
CONCORD MA 01742-2751

March 26, 2024

Regulatory Division  
File Number: NAE-2008-00759

Richard Waldo  
Town of Wellfleet  
300 Main Street  
Wellfleet, MA 02667  
Sent by email: richard\_waldo@wellfleet-ma.gov

Dear Mr. Waldo:

The U.S. Army Corps of Engineers (USACE) has reviewed your preconstruction notification for the Herring River Restoration Project, Phase 1. In order to restore tidal flow, estuarine salinity gradient, and upstream sediment transport to the Herring River estuary, and thereby restore native tidal wetland ecosystem and marsh plain elevation, the Town of Wellfleet will permanently discharge up to 16,668 cubic yards (CY) of fill material into no more than 3.7579 acres (163,697 square feet) of waters of the U.S., including wetlands, and dredge up to 690 CY of material from 0.2483-acre (10,817 square feet) below the Mean High Water mark of Mill Creek. The project will restore 570 acres of tidal wetlands and will involve: replacing the Chequessett Neck Road dike with a new bridge and electrically controlled sluice gate; construction of a water control structure on Mill Creek; removal of the High Toss Road causeway; raising Pole Dike Road, installing a larger culvert with a combination flap/slide gate; raising low-lying roads and replacement of their associated culverts, and marsh management activities (such as, channel excavation to remove accumulated sediments, sediment supplementation to increase marsh elevation, etc.). The project is located near Latitude 41.931131° N., Longitude 70.064344° W., and near Chequessett Neck Road, in Wellfleet, Massachusetts. The work will be completed in accordance with the enclosed project plans, sheets 1-276, dated July 2022.

Based on the information that you have provided, we verify that the activity is authorized under Regional General Permit (RGP) # 10, Aquatic Habitat Restoration, Enhancement, and Establishment Activities of the June 2, 2023, federal permit known as the Massachusetts Regional General Permits. The RGPs are available at <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit>.

Please review the enclosed RGP carefully, in particular the general conditions, and ensure that you and all personnel performing work authorized by the RGP are fully aware of and comply with its terms and conditions. A copy of the RGPs and this verification letter shall be available at the work site as required by General Condition 17.

You must complete and return the enclosed Compliance Certification Form within one month following the completion of the authorized work.

This authorization expires on June 1, 2028. You must commence or have under contract to commence the work authorized herein by June 1, 2028, and complete the work by June 1, 2029. If not, you must contact this office to determine the need for further authorization and we recommend you contact us *before* the work authorized herein expires. Please contact us immediately if you change the plans or construction methods for work within our jurisdiction as we must approve any changes before you undertake them. Performing work within our jurisdiction that is not specifically authorized by this determination or failing to comply with all the terms and conditions of the RGP may subject you to the enforcement provisions of our regulations.

This authorization does not obviate the need to obtain other federal, state, or local authorizations required by law. Applicants are responsible for applying for and obtaining any other approvals.

Your project is located within, or may affect resources within, the coastal zone. The Massachusetts Office of Coastal Zone Management (CZM) has already determined that no further Federal Consistency Review is required.

We continually strive to improve our customer service. To better serve you, we would appreciate your completing our Customer Service Survey located at <https://regulatory.ops.usace.army.mil/customer-service-survey>.

Please contact Roberta Budnik of my staff at [roberta.k.budnik@usace.army.mil](mailto:roberta.k.budnik@usace.army.mil) or (978) 318-8766 if you have any questions.

Sincerely,



for Paul M. Maniccia  
Chief, Massachusetts Branch  
Regulatory Division

Enclosures

cc:  
Carole Ridley, Ridley & Associates, Inc (agent) [cr@ridleyandassociates.com](mailto:cr@ridleyandassociates.com)

**GP 10. AQUATIC HABITAT RESTORATION, ENHANCEMENT, AND ESTABLISHMENT ACTIVITIES**  
**(Authorities: §10 and §404)**

Activities for the restoration, enhancement and establishment of non-tidal and tidal wetlands and riparian areas, including invasive, non-native or nuisance species control; the restoration and enhancement of non-tidal streams and other non-tidal open waters; the relocation of non-tidal waters, including non-tidal streams & associated wetlands for reestablishment of a natural stream morphology and reconnection of the floodplain; the restoration and enhancement of shellfish, finfish and wildlife; and the rehabilitation or enhancement of tidal streams, tidal wetlands and tidal open waters; provided those activities result in net increases in aquatic resource functions and services. See GP 9 for bank and shoreline stabilization. See GP 20 for living shorelines.

**Not authorized under GP 10 (IP required):** Stream channelization activities and artificial reefs.

**Self-Verification Eligible**

1. In tidal and non-tidal waters excluding tidal vegetated shallows, the combined permanent and temporary impacts are  $\leq 5,000$  SF.
2. Eelgrass (vegetated shallows) planting and transplanting  $\leq 100$  SF in tidal waters.

**Pre-Construction Notification Required**

1. In tidal and non-tidal waters excluding tidal vegetated shallows, the combined permanent and temporary impacts are  $> 5,000$  SF.
2. Eelgrass (vegetated shallows) planting and transplanting  $> 100$  SF in tidal waters.
3. Permanent water impoundments, dam removal, fish ladders, or tide gates.
4. Stream relocation, impoundment, or loss of streambed occurs.
5. Runneling projects with the purpose of restoring saltmarsh by removing excess water that ponds on the saltmarsh surface.
6. The conversion of: (a) a stream or natural wetlands to another aquatic habitat type (e.g., stream to wetland or vice versa, wetland to pond, etc.) or uplands, (b) one wetland type to another (e.g., forested wetland to an emergent wetland).
7. Activities in the Connecticut River from the Turners Falls Dam to the MA/CT border, or Merrimack River from the Essex Dam to the mouth, involving permanent or temporary impacts unless they are performed  $< 5$  feet waterward from OHW or HTL and in the dry. This is to protect endangered species.
8. Activities on USACE properties & USACE-controlled easements.
9. Activities that are not eligible for SV and do not require an IP.

**Notes:**

1. Changes in wetland plant communities that occur when wetland hydrology is more fully restored during wetland rehabilitation activities are not considered a conversion to another aquatic habitat type.
2. See RGL 18-01 for guidance on removal of obsolete dams and other structures from rivers and streams. <https://www.usace.army.mil/missions/civil-works/regulatory-program-and-permits/guidance-letters/>
3. An ecological reference site may be used for a design basis of the restoration activity. The reference site should possess characteristics of an intact aquatic habitat or riparian area that exists in the region. The reference site shall represent the target habitat type of the proposed activity. A reference site may be required at the discretion of USACE.



#### **SECTION IV. GENERAL CONDITIONS:**

To qualify for GP authorization, the applicant must comply with the following general conditions, as applicable, in addition to authorization-specific conditions imposed by the division or district engineer.

1. Other Permits
2. Federal Jurisdictional Boundaries
3. Single and Complete Projects
4. Use of Multiple General Permits
5. Suitable Material
6. Tribal Rights & Burial Sites
7. Avoidance, Minimization, and Compensatory Mitigation
8. Water Quality & Stormwater Management
9. Coastal Zone Management
10. Federal Threatened and Endangered Species
11. Essential Fish Habitat
12. National Lands
13. Wild and Scenic Rivers
14. Historic Properties
15. USACE Property and Federal Projects (§408)
16. Navigation
17. Permit/Authorization Letter On-Site
18. Storage of Seasonal Structures
19. Pile Driving and Pile Removal in Navigable Waters
20. Time of Year Restrictions
21. Heavy Equipment in Wetlands
22. Temporary Fill & Construction Mats
23. Restoration of Wetland Areas
24. Bank Stabilization
25. Soil Erosion and Sediment Controls
26. Aquatic Life Movements and Management of Water Flows
27. Spawning, Breeding, and Migratory Areas
28. Vernal Pools
29. Invasive Species
30. Fills Within 100-Year Floodplains
31. Stream Work and Crossings & Wetland Crossings
32. Utility Line Installation and Removal
33. Water Supply Intakes
34. Coral Reefs
35. Blasting
36. Inspections
37. Maintenance
38. Property Rights
39. Transfer of GP Verifications
40. Modification, Suspension, and Revocation
41. Special Conditions
42. False or Incomplete Information
43. Abandonment
44. Enforcement Cases
45. Previously Authorized Activities
46. Duration of Authorization

**1. Other Permits.** Authorization under these GPs does not obviate the need for the permittee to obtain other Federal, State, or local permits, approvals, or authorizations required by law. Permittees are responsible for obtaining all required permits, approvals, or authorizations. Activities that are not regulated by the State, but subject to USACE jurisdiction, may still be eligible for these GPs.

**2. Federal Jurisdictional Boundaries.**

a. Applicability of these GPs shall be evaluated with reference to Federal jurisdictional boundaries. Activities shall be evaluated with reference to “waters of the U.S.” under the CWA (33 CFR 328) and “navigable waters of the U.S.” under §10 of the Rivers and Harbors Act of 1899 (33 CFR 329).

Permittees are responsible for ensuring that the boundaries used satisfy the Federal criteria defined at 33 CFR 328-329. These sections prescribe the policy, practice, and procedures to be used in determining the extent of the USACE jurisdiction. Note: Waters of the U.S. includes all waters pursuant to 33 CFR 328.3(a), and adjacent wetlands as the term is defined in 33 CFR 328.3(c).

b. Wetlands shall be delineated in accordance with the USACE Wetlands Delineation Manual and the most recent Northcentral/Northeast Regional Supplement. Wetland delineation and jurisdiction information is located at: [www.nae.usace.army.mil/missions/regulatory/jurisdiction-and-wetlands](http://www.nae.usace.army.mil/missions/regulatory/jurisdiction-and-wetlands) and maps are located at [www.nae.usace.army.mil/missions/regulatory/state-general-permits/massachusetts-general-permit](http://www.nae.usace.army.mil/missions/regulatory/state-general-permits/massachusetts-general-permit).

c. Vegetated shallows shall be delineated when present on the project site. Vegetated shallow survey guidance and maps are located at: [www.nae.usace.army.mil/missions/regulatory/state-general-permits/massachusetts-general-permit](http://www.nae.usace.army.mil/missions/regulatory/state-general-permits/massachusetts-general-permit).

d. Natural rocky habitats shall be delineated when present on the project site. The definition of natural rocky habitats is in Section VII of the MA GP. Natural rocky habitat survey guidance and maps are located at: [www.nae.usace.army.mil/missions/regulatory/state-general-permits/massachusetts-general-permit](http://www.nae.usace.army.mil/missions/regulatory/state-general-permits/massachusetts-general-permit).

**3. Single and Complete Projects.** The MA GP shall not be used for piecemeal work and shall be applied to single and complete projects. The term “single and complete project” is defined at 33 CFR 330.2(i) as the total project proposed or accomplished by one owner/developer or partnership or other association of owners/developers.

a. For non-linear projects, a single and complete project must have independent utility. Portions of a multi-phase project that depend upon other phases of the project do not have independent utility. Phases of a project that would be constructed, even if the other phases were not built, can be considered as separate single and complete projects with independent utility.

b. Unless USACE determines the activity has independent utility, all components of a single project and/or all planned phases of a multi-phased project (e.g., subdivisions should include all work such as roads, utilities, and lot development) shall be evaluated as one single and complete project.

c. For linear projects such as power lines or pipelines with multiple crossings, a “single and complete project” is all crossings of a single water of the U.S. (i.e., single waterbody) at a specific location. For linear projects crossing a single waterbody several times at separate and distant locations, each crossing is considered a single and complete project. However, individual channels in a braided stream or river, or individual arms of a large, irregularly shaped wetland or lake, etc., are not separate waterbodies, and crossings of such features cannot be considered separately. If any crossing requires a PCN review or an individual permit review, then the entire linear project shall be reviewed as one project under PCN or the individual permit procedures.

**4. Use of Multiple General Permits.** The use of more than one GP for a single and complete project is prohibited, except when the acreage loss of waters of the U.S. authorized by the GPs does not exceed the acreage limit of the GPs with the highest specified acreage limit. For example, if a road crossing over waters is constructed under GP 23, with an associated utility line

crossing authorized by GP 6, if the maximum acreage loss of waters of the U.S. for the total project is  $\geq 1$  acre it shall be evaluated as an IP.

**5. Suitable Material & Discharge of Pollutants.** No activity may use unsuitable material (e.g., trash, debris, car bodies, asphalt, etc.). All activities involving any discharge into waters of the U.S. authorized under these GPs shall be consistent with applicable water quality standards, effluent limitations, standards of performance, prohibitions, and pretreatment standards and management practices established pursuant to the CWA (33 U.S.C. 1251), and applicable state and local laws. If applicable water quality standards, limitations, etc., are revised or modified during the term of this GP, the authorized work shall be modified to conform with these standards within six months from the effective date of such revision or modification, or within a longer period of time deemed reasonable by the District Engineer in consultation with the Regional Administrator of the EPA. Unless monitoring data indicates otherwise, applicants may presume that their activity complies with state water quality standards provided they are in compliance with the Section 401 WQC (Applicable only to the Section 404 activity).

#### **6. Tribal Rights & Burial Sites**

a. For all SV and PCN applications, prospective permittees shall follow the guidance set forth in Appendix A, Guidance for NHPA Section 106 Compliance in Massachusetts.

b. No activity or its operation may impair reserved tribal rights, including, but not limited to, reserved water rights and treaty fishing and hunting rights.

c. Many tribal resources are not listed on the National Register of Historic Places (NRHP) and may require identification and evaluation in collaboration with the identifying tribe and by qualified professionals. The Tribal Historic Preservation Officer (THPO) and State Historic Preservation Officer (SHPO) may be able to assist with locating information on:

i. Previously identified tribal resources; and

ii. Areas with potential for the presence of tribal resources.

d. Discovery of Previously Unknown Remains and Artifacts: If any previously unidentified human remains, cultural deposits, or artifacts are discovered while accomplishing the activity authorized by this permit, you must immediately notify the USACE of what you have found, and to the maximum extent practicable, cease work and avoid construction activities that may affect the remains and artifacts until the required coordination has been completed. The USACE will initiate the appropriate the Federal, Tribal, and state coordination required to determine if the items or remains are eligible for listing in the NRHP and warrant a recovery effort or can be avoided.

e. Burial Sites: Burial sites, marked or unmarked, are subject to state law (Massachusetts Unmarked Burial Law). Native American burial sites on federal or tribal land are subject to the provisions of Native American Graves Protection and Repatriation Act (NAGPRA). Regulated activities may not result in disturbance or removal of human remains until disposition of the remains has been determined by the appropriate authority under these laws, and the work is authorized by the USACE. Regulated activities which result in an inadvertent discovery of human remains must stop immediately, and the USACE, as well as the appropriate state and tribal authority, must be notified. Regulated work at inadvertent discovery sites requires compliance with state law or NAGPRA, as appropriate, prior to re-starting work.

**7. Avoidance, Minimization, and Compensatory Mitigation.** To qualify under the MA GP, activities must comply with Section V Mitigation Standards and the following as applicable:

a. Avoid and Minimize: Activities must be designed and constructed to avoid and minimize adverse effects, both temporary and permanent, to waters of the U.S. to the maximum extent practicable at the project site. Avoidance and minimization are required to the extent necessary to ensure that the adverse effects to the aquatic environment (both area and function) are no more than minimal.

- b. Compensatory mitigation for unavoidable impacts to waters of the U.S., including direct, indirect, secondary, and temporal loss, will generally be required for permanent impacts that exceed the thresholds identified in Section V, and may be required for temporary impacts, to offset unavoidable impacts which remain after all appropriate and practicable avoidance and minimization has been achieved and to ensure that the adverse effects to the aquatic environment are no more than minimal. Proactive restoration projects or temporary impact work with no secondary effects may generally be excluded from this requirement.
- c. Mitigation proposals shall follow the guidelines found in the Compensatory Mitigation for Losses of Aquatic Resources; Final Rule April 10, 2008; 33 CFR 332. Prospective permittees may purchase mitigation credits in-lieu of permittee-responsible mitigation as compensation for unavoidable impacts to waters of the U.S. in the Commonwealth of Massachusetts.

**8. Water Quality & Stormwater Management.** The 401 WQC requirement applies to all activities listed under GPs 1-25, unless determined otherwise by MassDEP. Permittees shall also satisfy stormwater management requirements in Massachusetts.

- a. **General 401 WQC:** MassDEP issued a WQC on April 21, 2023 which conditionally certifies all activities in GPs 1 – 24 eligible for SV and PCN so long as the activity is described in 314 CMR 9.03, and is not an activity described in 314 CMR 9.04, and so long as the activity meets all other requirements, terms and conditions of the WQC. The MassDEP WQC also conditionally certifies activities described in GP 25 so long as the activity meets all other conditions of the WQC. Emergency projects described in GP 25 must obtain an emergency certification or otherwise be authorized pursuant to 310 CMR 10.06, qualify under a Severe Weather Emergency Declaration pursuant to 310 CMR 10.06(8) issued by the MassDEP, or meet the requirements of 9.12(2) or (3) in order to be certified under the WQC. Prospective permittees may refer to the following link to determine if their activity is eligible: <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>. The General 401 WQC is located here, and it provides detailed information regarding what activities are certified and the conditions for certification. Activities listed in 314 CMR 9.03 that are not exempt from the Wetland Protection Act must have a valid Final Order of Conditions (OOC) or Final Restoration Order of Conditions pursuant to 310 CMR 10.00 to be eligible under the General 401 WQC.
- b. **Individual 401 WQC:** Prospective permittees shall contact MassDEP and apply for an individual 401 WQC if their activity does not qualify for a General 401 WQC as outlined above. MassDEP may issue, waive, or deny the individual 401 WQC on a case-by-case basis. All activities listed in 314 CMR 9.04 must obtain an individual 401 WQC from MassDEP to be eligible under these GPs. When an Individual 401 WQC is required for *PCN activities*, the prospective permittee shall submit their Individual 401 WQC application concurrently to MassDEP and USACE to comply with 40 CFR 121.
- c. The prospective permittee is responsible for determining the appropriate 401 WQC requirement and submitting this information to the USACE at the time of their PCN application or when completing their SVN. Prospective permittees that are unsure of whether their activity has been certified should contact MassDEP for a determination.
- d. As applicable, all activities shall be compliant with the Massachusetts Stormwater Handbook. The Stormwater Handbook can be accessed on the NAE Regulatory website here: <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>.
- e. No work requiring authorization under Section 404 of the CWA may be performed unless (1) the prospective permittee qualifies for coverage under the April 21, 2023 General 401 WQC, (2) the prospective permittee receives an individual Section 401 WQC from the MassDEP, or (3) the MassDEP waives individual Section 401 WQC.

**9. Coastal Zone Management.** The permittee must obtain CZM consistency concurrence when an activity is located in the coastal zone in order to be eligible under the MA GP. This requirement



shall be satisfied by acquiring one of the following from the Massachusetts Office of Coastal Zone Management (MA CZM):

- a. General CZM Federal Consistency Concurrence (General Concurrence): MA CZM has granted General Concurrence for all SV and PCN activities for GPs 1-25. The prospective permittee must obtain all applicable permits and approvals before construction of the authorized activity begins (e.g., before work begins on site). For SVs, General Concurrence is automatically granted and no further action is required from the prospective permittee. For PCNs, the USACE will coordinate with MA CZM to acquire General Concurrence as part of the PCN application review.
- b. Individual CZM Federal Consistency Concurrence (Individual Concurrence): In certain cases, MA CZM may elevate any GP activity 1-25 and require Individual Concurrence. The prospective permittee must contact MA CZM and follow the procedures to obtain Individual Concurrence as determined appropriate by MA CZM.
- c. Permittees must obtain CZM consistency concurrence as outlined above before commencing work authorized under these GPs.

## **10. Federal Threatened and Endangered Species**

- a. No activity is authorized under any GP which is likely to directly or indirectly jeopardize the continued existence of a threatened or endangered species or a species proposed for such designation, as identified under the Federal Endangered Species Act (ESA), or which will directly or indirectly destroy or adversely modify designated critical habitat or critical habitat proposed for such designation. No activity is authorized under any GP which "may affect" a listed species or critical habitat, unless ESA section 7 consultation addressing the consequences of the proposed activity on listed species or critical habitat has been completed. See 50 CFR 402.02 for the definition of "effects of the action" for the purposes of ESA section 7 consultation, as well as 50 CFR 402.17, which provides further explanation under ESA section 7 regarding "activities that are reasonably certain to occur" and "consequences caused by the proposed action."
- b. Other Federal agencies should follow their own procedures for complying with the requirements of the ESA (see 33 CFR 330.4(f)(1)). If a PCN is required for the proposed activity, the Federal permittee must provide USACE with the appropriate documentation to demonstrate compliance with those requirements. The USACE will verify that the appropriate documentation has been submitted. If the appropriate documentation has not been submitted, additional ESA section 7 consultation may be necessary for the activity and the respective federal agency would be responsible for fulfilling its obligation under section 7 of the ESA.
- c. USFWS ESA-Listed Species: Non-federal applicants shall use the USFWS website, Information for Planning and Consultation (IPAC), to determine if their activity is located within the ESA-listed species range. The IPAC website can be accessed on the NAE Regulatory website: <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>. Applicants shall ensure they have an updated, valid species list before construction begins. This may require applicants to update their species list in IPAC before the start of construction. Note: Applicants should refer to the NAE Regulatory Website at the link above to determine if they have been designated as a non-federal representative. Applicants shall complete Section 7 consultation according to the guidance document located on the NAE Regulatory Website. After completing the Rangewide Determination Key and reaching the outcome "may affect, not likely to adversely affect", you may be required to wait up to 15 days before that outcome is final and compliance under Section 7 of the ESA is fulfilled.
  - i. *Self-Verification Criteria*: The activity is SV-eligible if:
    - 1) The activity is not located within the ESA-listed species range;
    - 2) Another (lead) Federal agency has completed Section 7 consultation; or
    - 3) The activity is located within the ESA-listed species range *and* USACE has designated the applicant as a non-federal representative under 50 CFR 402.08 of the ESA for all

species within the project's action area. As the non-federal representative, the applicant shall complete consultation through IPAC and reach the outcome of "no effect" or "not likely to adversely affect".

ii. *Pre-Construction Notification Criteria*: The activity requires a PCN if:

- 1) The activity is located within the ESA-listed species range and USACE has NOT designated the applicant as a non-federal representative under 50 CFR 402.08 of the ESA for all species within the project's action area;
- 2) The activity is located in designated or proposed critical habitat; or
- 3) The activity is located within the ESA-listed species range and completion of the IPAC determination key has resulted in the outcome of "may affect" or "may affect, likely to adversely affect"; or
- 4) A PCN is required elsewhere in this document.

d. NOAA-Listed Species: Non-federal applicants shall refer to the Section 7 Mapper for federally listed species to determine if any species are mapped as present. When NOAA-listed species are present, the applicant shall generate a species report through the mapper and submit this document as part of their PCN or SVN submission. The NOAA Fisheries' Section 7 Mapper can be accessed here on the NAE Regulatory website here: <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>.

e. Authorization of an activity by an GP does not authorize the "take" of a threatened or endangered species as defined under the ESA. In the absence of separate authorization (e.g., an ESA Section 10 Permit, a Biological Opinion with "incidental take" provisions, etc.) from the FWS or the NMFS, the Endangered Species Act prohibits any person subject to the jurisdiction of the United States to take a listed species, where "take" means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct. The word "harm" in the definition of "take" means an act which actually kills or injures wildlife. Such an act may include significant habitat modification or degradation where it actually kills or injures wildlife by significantly impairing essential behavioral patterns, including breeding, feeding or sheltering.

## **11. Essential Fish Habitat (EFH).**

a. SV eligible activities have been determined to result in no more than minimal adverse effects, provided the permittee complies with all terms and conditions of the MA GP as applicable to the activity. NMFS has granted General Concurrence [50 CFR 600.920(g)] for all SV eligible activities. These activities do not require project specific EFH consultation.

b. For PCN required activities, the applicant is required to describe and identify potential adverse effects to EFH and should refer to NOAA Fisheries' EFH Mapper (<http://www.fisheries.noaa.gov/resource/map/essential-fish-habitat-mapper>) and Omnibus Essential Fish Habitat Amendment 2 Volume 2: EFH and HAPC Designation Alternatives and Environmental Impacts ([https://www.habitat.noaa.gov/application/efhmapper/oa2\\_efh\\_hapc.pdf](https://www.habitat.noaa.gov/application/efhmapper/oa2_efh_hapc.pdf)). If an activity is located within EFH, the PCN application must contain:

1. A description of the action located in EFH.
2. An analysis of the potential adverse effects of the action on EFH and the managed Species.
3. Conclusions regarding the effects of the action on EFH.
4. Proposed mitigation, if applicable (refer to the mitigation thresholds located in Section V).

c. Federal agencies shall follow their own procedures for complying with the EFH requirements of the Magnuson-Stevens Fishery Conservation and Management Act. For activities requiring a PCN, the applicant is responsible for furnishing documentation that demonstrates consultation for EFH has been completed.

d. For PCN activities, no work may commence until EFH consultation as required by the Magnuson-Stevens Act has been completed.

**12. National Lands.** Activities that impinge upon the value of any National Wildlife Refuge, National Forest, National Marine Sanctuary, National Historic Landmarks or any other area administered by the National Park Service, U. S. Fish and Wildlife Service (USFWS) or U.S. Forest Service (USFS) require a PCN or Individual Permit. Federal land managers seeking authorization for activities located in the above listed National Lands may proceed under SV, unless a PCN is required elsewhere in this document.

**13. Wild and Scenic Rivers.** The following activities in designated river or study river segments in the National Wild and Scenic River (WSR) System require a PCN unless the Federal agency with direct management responsibility for such river, in Massachusetts this is generally the National Park Service, has determined in writing to the proponent that the proposed work will not adversely affect the WSR designation or study status:

- a. Activities that occur in WSR segments, in and 0.25 miles up or downstream of WSR segments, or in tributaries within 0.25 miles of WSR segments;
- b. Activities that occur in wetlands within 0.25 miles of WSR segments;
- c. Activities that have the potential to alter free-flowing characteristics in WSR segments.

No GP activity may occur in a component of the National Wild and Scenic River System, or in a river officially designated by Congress as a "study river" for possible inclusion in the system while the river is in an official study status, unless the appropriate Federal agency with direct management responsibility for such river, has determined in writing that the proposed activity will not adversely affect the Wild and Scenic River designation or study status.

As of May 10, 2023, affected rivers in Massachusetts include: the Taunton River (40 miles), Sudbury River (16.6 miles), Assabet River (4.4 miles), Concord River (8 miles), Nashua River (27 miles), Squannacook River (16.3 miles), Nissitissit River (4.7 miles), and the Westfield River, including West Branch, Middle Branch, Gendale Brook, East Branch, Drowned Land Brook, Center Brook, Windsor Jamb Brook, Shaker Mill Brook, Depot Brook, Savery Brook, Watson Brook, Center Pond Brook (78.1 miles). The most up to date list of designated and study rivers and their descriptions may be obtained from the appropriate Federal land management agency responsible for the designated Wild and Scenic River or study river (e.g., National Park Service, U.S. Forest Service, Bureau of Land Management, U.S. Fish and Wildlife Service). Information on these rivers is also available at: <http://www.rivers.gov/>.

#### **14. Historic Properties**

- a. For all SV and PCN applications, permittees shall follow the guidance set forth in Appendix A, Guidance for NHPA Section 106 Compliance in Massachusetts.
- b. No undertaking authorized by these GPs shall cause effects<sup>1</sup> (defined in 36 CFR Part 800 and 33 CFR Part 325, Appendix C, and its Interim Guidance) on properties listed on, determined to be eligible for listing on, or potentially eligible for listing on the National Register of Historic Places (NRHP)<sup>2</sup>, including previously unknown historic properties within the permit area, unless the USACE or another Federal action agency has satisfied the consultation requirements of Section 106 of the National Historic Preservation Act (Section 106). If another Federal agency is determined the lead federal agency for compliance with Section 106, applicant must obtain the appropriate documentation and provide this information to the USACE to demonstrate compliance with Section 106. The applicant shall not begin the activity until the USACE notifies them in writing that the documentation provided satisfies Section 106 requirements.

<sup>1</sup> Effect means the alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register of Historic Properties.

<sup>2</sup> See the NAE Regulatory website, National Register of Historic Places link here: <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>.



c. Many historic properties are not listed on the NRHP and may require identification and evaluation by qualified historic preservation and/or archaeological consultants. The State Historic Preservation Officer (SHPO), Massachusetts Board of Underwater Archaeological Resources (BUAR), local historical societies, certified local governments, general public, and NRHP may also be able to assist with locating information on:

- i. Previously identified historic properties; and
- ii. Areas with potential for the presence of historic properties.

d. **Discovery of Previously Unknown Remains and Artifacts:** If any previously unidentified human remains, cultural deposits, or artifacts are discovered while accomplishing the activity authorized by this permit, you must immediately notify the USACE of what you have found, and to the maximum extent practicable, cease work and avoid construction activities that may affect the remains and artifacts until the required coordination has been completed. The USACE will initiate the Federal, State and tribal coordination required to determine if the items or remains warrant a recovery effort and/or if the site is eligible for listing in the National Register of Historic Places.

e. **Section 110k:** Prospective permittees should be aware that section 110k of the NHPA (54 U.S.C. § 306113) prevents the USACE from granting a permit or other assistance to an applicant who, with intent to avoid the requirements of Section 106, has intentionally significantly adversely effected a historic property to which the permit would relate, or having legal power to prevent it, allowed such significant adverse effect to occur, unless the USACE, after consultation with the Advisory Council on Historic Preservation (ACHP), determines that circumstances justify granting such assistance despite the adverse effect created or permitted by the applicant. If circumstances justify granting the assistance, the USACE is required to notify the ACHP and provide documentation specifying the circumstances, the degree of damage to the integrity of any historic properties effected, and proposed mitigation. This documentation must include any views obtained from the applicant, SHPO/THPO, appropriate Indian tribes if the undertaking occurs on or effects historic properties on tribal lands or effects properties of interest to those tribes, and other parties known to have a legitimate interest in the impacts to the permitted activity on historic properties.

f. **Underwater Archaeological Resources:** Under Massachusetts General Law Ch. 6, s.'s 179-180, and Ch. 91, s. 63, the BUAR has statutory jurisdiction within state waters and is the sole trustee of the Commonwealth's underwater heritage, charged with the responsibility of encouraging the discovery and reporting, as well as the preservation and protection, of underwater archaeological resources. Underwater archaeological resources located within the waters of the Commonwealth of Massachusetts are property of the Commonwealth, which holds title to these resources and retains regulatory authority over their use. Under Massachusetts General Law, no person, organization or corporation may "remove, displace, damage, or destroy" any underwater archaeological resources located within the Commonwealth's submerged lands except through consultation with the BUAR and in conformity with the permits it issues. <https://www.mass.gov/orgs/board-of-underwater-archaeological-resources>.

#### **15. USACE Property and Federal Projects. (33 USC §408)**

a. USACE projects and property can be found at: <https://www.nae.usace.army.mil/Missions/Civil-Works/>.

b. In addition to any authorization under these GPs, prospective permittee shall contact the USACE Real Estate Division (<https://www.nae.usace.army.mil/Missions/Real-Estate-Division/>) at (978) 318-8585 for work occurring on or potentially affecting USACE properties and/or USACE-controlled easements. Work may not commence on USACE properties and/or USACE-controlled easements until they have received any required USACE real estate documents evidencing site-specific permission to work.

c. Any proposed temporary or permanent occupation or alteration of a Federal project (including, but not limited to, a levee, dike, floodwall, channel, anchorage, breakwater, seawall, bulkhead, jetty, wharf, pier, or other work built or maintained but not necessarily owned by the United States),



is not eligible for SV and requires a PCN. This includes all proposed structures and work in, over, or under a USACE federal navigation project (FNP) or in the FNP's buffer zone. The buffer zone is an area that extends from the horizontal limits of the FNP to a distance of three times the FNP's authorized depth. The activity also requires review and approval by the USACE pursuant to 33 USC 408 (Section 408 Permission). The prospective permittee may reach out to the POCs located here: <https://www.nae.usace.army.mil/Missions/Section-408/>.

d. Any structure or work constructed in a FNP or its buffer zone shall be subject to removal at the owner's expense prior to any future USACE dredging or the performance of periodic hydrographic surveys.

e. Where a Section 408 permission is required, written verification for the PCN will not be issued prior to the decision on the Section 408 permission request.

## **16. Navigation**

a. No activity may cause more than a minimal adverse effect on navigation.

b. Any safety lights and signals prescribed by the U.S. Coast Guard, must be installed, and maintained at the permittee's expense on authorized facilities in navigable waters of the U.S.

c. There shall be no unreasonable interference with navigation by the existence or use of the activity authorized herein, and no attempt shall be made by the permittee to prevent the full and free use by the public of all navigable waters at or adjacent to the activity authorized herein.

d. The permittee understands and agrees that if future U.S. operations require the removal, relocation, or other alteration of the structure or work herein authorized, or if, in the opinion of the Secretary of the Army or his authorized representative, said structure or work shall cause unreasonable obstruction to the free navigation of the navigable waters, the permittee will be required, upon due notice from USACE, to remove, relocate, or alter the structural work or obstructions caused thereby, without expense to the U.S. No claim shall be made against the U.S. on account of any such removal or alteration.

**17. Permit/Authorization Letter On-Site.** For PCNs, the permittee shall ensure that a copy of these GPs and the accompanying authorization letter are at the work site (and the project office) whenever work is being performed, and that all personnel with operational control of the site ensure that all appropriate personnel performing work are fully aware of its terms and conditions. The entire permit authorization shall be made a part of any and all contracts and sub-contracts for work that affects areas of USACE jurisdiction at the site of the work authorized by these GPs. This shall be achieved by including the entire permit authorization in the specifications for work. The term "entire permit authorization" means these GPs, including GCs and the authorization letter (including its drawings, plans, appendices, special conditions, and other attachments), and any permit modifications. If the authorization letter is issued after the construction specifications, but before receipt of bids or quotes, the entire permit authorization shall be included as an addendum to the specifications. If the authorization letter is issued after receipt of bids or quotes, the entire permit authorization shall be included in the contract or sub-contract as a change order. Although the permittee may assign various aspects of the work to different contractors or sub-contractors, all contractors and sub-contractors shall be obligated by contract to comply with all environmental protection provisions contained within the entire authorization letter, and no contract or sub-contract shall require or allow unauthorized work in areas of USACE jurisdiction. For SVs, the permittee shall ensure that a complete and signed copy of the SVN is present on site during construction and is made available for review at any time by USACE and other Federal, State, & Local regulatory agencies. A complete and signed copy of the SVN must be submitted to USACE Regulatory within 30 days of initiating construction of the authorized activity, unless stated otherwise in the applicable GP.

**18. Storage of Seasonal Structures.** Coastal structures such as pier sections, floats, etc., that

are removed from the waterway for a portion of the year (often referred to as seasonal structures) shall be stored in an upland location, located above MHW and not in tidal wetlands. These seasonal structures may be stored on the fixed, pile-supported portion of the structure that is seaward of MHW. This is intended to prevent structures from being stored on the marsh substrate and the substrate seaward of MHW.

#### **19. Pile Driving and Pile Removal in Navigable Waters.**

- a. Derelict, degraded or abandoned piles and sheet piles in navigable waters of the U.S., except for those inside existing work footprints for piers, must be completely removed, cut and/or driven to 3 feet below the substrate to prevent interference with navigation, and existing creosote piles that are affected by project activities shall be completely removed if practicable. In areas of fine-grained substrates, piles must be removed by the direct, vibratory or clamshell pull method<sup>1</sup> to minimize sedimentation and turbidity impacts and prevent interference with navigation from cut piles. Removed piles shall be disposed of in an upland location landward of MHW or OHW and not in wetlands, tidal wetlands or mudflats.
- b. A PCN is required for the installation or removal of structures with jetting techniques.
- c. A PCN is required for the installation of >12 inch-diameter piles of any material type or steel piles of any size in tidal waters, unless they are installed in the dry. If piles are not installed in the dry:
  - i. Impact pile driving shall commence with an initial set of three strikes by the hammer at 40% energy, followed by a one-minute wait period, then two subsequent 3-strike sets at 40% energy, with one minute waiting periods, before initiating continuous impact driving.
  - ii. Vibratory pile driving shall be initiated for 15 seconds at reduced energy followed by a one-minute waiting period. This sequence of 15 seconds of reduced energy driving, one-minute waiting period shall be repeated two more times, followed immediately by pile-driving at full rate and energy.
  - iii. In addition to using a soft start at the beginning of the workday for pile driving as described in 19c(i-ii), a soft start must also be used at any time following a cessation of pile driving for a period of 30 minutes or longer.
- d. Bubble curtains may be used to reduce sound pressure levels during vibratory or impact hammer pile driving.

**20. Time-of-Year (TOY) Restrictions.** Activities that include in-water work must comply with the TOY Restrictions below to be SV eligible, otherwise a PCN is required. PCN submittals shall contain written justification for deviation from the TOY Restrictions. The term “in-water work” does not include conditions where the work site is “in-the-dry” (e.g., intertidal areas exposed at low tide). The term “in-the-dry” includes work contained within a cofferdam so long as the cofferdam is installed and subsequently removed outside the TOY Restriction. The TOY restrictions stated in Appendix B of the MA DMF Technical Report TR-47<sup>2</sup> can apply instead for activities in tidal waters if (1) TOYs are provided for a specific waterbody where the activity is proposed and (2) the TOYs are less restrictive than below. The activity must also not require a PCN elsewhere in this document to be SV eligible.

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<sup>1</sup> Direct Pull: Each piling is wrapped with a choker cable or chain that is attached at the top to a crane. The crane then pulls the piling directly upward, removing the piling from the sediment. Vibratory Pull: The vibratory hammer is a large mechanical device (5-16 tons) that is suspended from a crane by a cable. The vibrating hammer loosens the piling while the crane pulls up. Clamshell Pull: This can remove intact, broken or damaged pilings. The clamshell bucket is a hinged steel apparatus that operates like a set of steel jaws. The bucket is lowered from a crane and the jaws grasp the piling stub as the crane pulls up. The size of the clamshell bucket is minimized to reduce turbidity during piling removal.

<sup>2</sup> The MA DMF Technical Report TR-47: <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>

## TOY Restriction (No work)

### Non-tidal Waters

Defer to TR-47

### Tidal Waters

January 15 – November 15

Alternate work windows proposed under a PCN will generally be coordinated with the USFWS and NMFS. Resulting written verifications may include species-specific work allowed windows.

**21. Heavy Equipment in Wetlands.** Operating heavy equipment (drill rigs, fixed cranes, etc.) within wetlands shall be minimized, and such equipment shall not be stored, maintained, or repaired in wetlands, to the maximum extent practicable. Where construction requires heavy equipment operation in wetlands, the equipment shall:

- i. Have low ground pressure (typically  $\leq 3$  psi);
- ii. Be placed on swamp/construction/timber mats (herein referred to as “construction mats” or “mats”) that are adequate to support the equipment in such a way as to minimize disturbance of wetland soil and vegetation. See GC 22 for information on the placement of construction mats; or
- iii. Be operated on adequately dry or frozen wetlands such that shear pressure does not cause subsidence of the wetlands immediately beneath the equipment and upheaval of adjacent wetlands. Construction mats are to be placed in the wetland from the upland or from equipment positioned on mats if working within a wetland. Dragging construction mats into position is prohibited. Other support structures that are capable of safely supporting equipment may be used with written USACE authorization.

## 22. Temporary Fill, Work & Construction Mats.

a. Construction mats in non-tidal waters: Temporary construction mats shall be in place  $\leq 1$  year and for one growing season or less to be SV eligible. A PCN is required if construction mats are in place  $>1$  year or for more than one growing season. Construction mats can be placed in an area of any size in non-tidal waters. The activity may occur in segments to ensure the requirements for SV above are met, otherwise a PCN is required.

b. Construction mats in tidal waters: Temporary construction mats placed in an area  $<5,000$  SF in tidal waters are SV eligible, provided those mats are in place  $\leq 6$  months. Temporary construction mats placed in an area  $\geq 5,000$  SF or in place  $>6$  months in tidal waters require a PCN.

c. Management of construction mats: At a minimum, construction mats shall be managed in accordance with the following construction mat best management practices (BMPs):

1. Mats shall be in good condition to ensure proper installation, use, and removal.
2. As feasible, mats shall be placed in a location that will minimize the amount of mats needed for the wetland crossing(s).
3. Inspect mats prior to their re-use and remove any plant debris. Mats are to be thoroughly cleaned before re-use to prevent the spread of invasive plant species.
4. Impacts to wetland areas shall be minimized during installation, use, and removal of the mats.
5. Adequate erosion & sediment controls shall be installed at approaches to mats to promote a smooth transition to, and minimize sediment tracking onto, the mats.
6. In most cases, mats should be placed along the travel area so that the individual boards are resting perpendicular to the direction of traffic. No gaps should exist between mats. Place mats far enough on either side of the resource area to rest on firm ground.

d. A PCN is required for temporary fills in place  $>2$  years. All temporary fills and disturbed soils shall be stabilized to prevent the material from eroding into waters of the U.S. where it is not authorized. Work shall include phased or staged development to ensure only areas under active development are exposed and to allow for stabilization practices as soon as practicable. Temporary fill must be placed in a manner that will prevent it from being eroded by expected high flows.

- e. Activities that require unconfined temporary fill and are authorized for discharge into waters of the U.S. shall consist of material that minimizes effects to water quality.
- f. Appropriate measures must be taken to maintain normal downstream flows and minimize flooding to the maximum extent practicable when temporary structures, work, and discharges of dredged or fill material, including cofferdams, are necessary for construction activities, access fills, or dewatering of construction sites. Materials shall be placed in a location and manner that does not adversely impact surface or subsurface water flow into or out of the wetland. Temporary fill authorized for discharge into wetlands shall be placed on geotextile fabric or other appropriate material laid on the pre-construction wetland grade where practicable to minimize impacts and to facilitate restoration to the original grade. Construction mats are excluded from this requirement.
- g. Construction debris and deteriorated materials shall not be located in waters of the U.S.
- h. Temporary fills, construction mats, and corduroy roads shall be entirely removed as soon as they are no longer needed to construct the authorized activity and the disturbed areas be restored to pre-construction contours and conditions.
- i. Construction equipment, such as temporary barges in tidal waters, shall provide clearance above the substrate to avoid grounding onto the substrate during all tides.

### **23. Restoration of Wetland Areas.**

- a. Upon completion of construction, all disturbed wetland areas shall be stabilized with a wetland seed mix or plant plugs containing only plant species native to New England, and be appropriate for site conditions, including salinity and frequency of inundation, and shall not contain any species listed in the "Invasive and Other Unacceptable Plant Species" Appendix K of the New England District "Compensatory Mitigation Standard Operating Procedures" found at <https://www.nae.usace.army.mil/Missions/Regulatory/Mitigation.aspx>.
- b. The introduction or spread of invasive plant species in disturbed areas shall be prevented and controlled. Equipment shall be thoroughly cleaned before and after project construction to prevent the spread of invasive species. This includes, but is not limited to, tire treads and construction mats.
- c. In areas of authorized temporary disturbance, if trees are cut in USACE jurisdiction, they shall be cut at or above ground level and not uprooted in order to prevent disruption of any kind to the wetland soil structure and to allow stump sprouts to revegetate the work area, unless otherwise authorized.
- d. Wetland areas where permanent disturbance is not authorized shall be restored to their original condition and elevation, which under no circumstances shall be higher than the pre-construction elevation. Original condition means careful protection and/or removal of existing soil and vegetation, and replacement back to the original location such that the original soil layering and vegetation schemes are approximately the same, unless otherwise authorized.

### **24. Bank Stabilization.**

- a. Projects involving construction or reconstruction/maintenance of bank stabilization within USACE jurisdiction shall be designed to minimize environmental effects, effects to neighboring properties, scour, conversion of natural shoreline to hard armoring, etc. to the maximum extent practicable.
- b. Projects involving the construction of new bank stabilization within USACE jurisdiction shall use bioengineering techniques and natural materials in the project design to the maximum extent practicable. Use of hard structures shall be eliminated or minimized unless the prospective permittee can demonstrate that use of bioengineering techniques is not practicable due to site conditions.
- c. Where possible, bank stabilization projects shall optimize the natural function of the shoreline, including self-sustaining stability to attenuate flood flows, fishery, wildlife habitat and water quality protection, while protecting upland infrastructure from storm events that can cause erosion as well as impacts to public and private property.
- d. No material shall be placed in excess of the minimum needed for erosion protection.
- e. No material shall be placed in a manner that will be eroded by normal or expected high flows (properly anchored native trees and treetops may be used in low energy areas).



- f. Native plants appropriate for current site conditions, including salinity, must be used for bioengineering or vegetative bank stabilization.
- g. The activity must be properly maintained, which may require repairing it after severe storms or erosion events.

## **25. Soil Erosion and Sediment Controls.**

- a. Appropriate soil erosion and sediment controls<sup>1</sup> (hereinafter referred to as “controls”) must be installed prior to earth disturbance and maintained in effective operating condition during construction. Biodegradable wildlife friendly erosion controls should be used whenever practicable to minimize effects to water quality.
- b. Activities in streams (rivers, streams, brooks, etc.) and tidal waters that are capable of producing sedimentation or turbidity should be done during periods of low-flow or no-flow, when the stream or tide is waterward of the work area. Controls may also be used to obtain dry work conditions (e.g., coffer dam, turbidity curtain). The prospective permittee must demonstrate in the project plans where the controls are proposed and how these controls would avoid and/or minimize turbidity or sedimentation.
- c. A PCN is required for controls that encroach: i) >25% of the stream width measured from OHW in non-tidal diadromous streams from March 15 to June 30; or ii) >25% of the waterway width measured from MHW in tidal waters from Feb. 1 to June 30, or >50% of the waterway width measured from MHW in tidal waters from July 1 to Jan. 14. This is to protect upstream fish passage. Proponents must also maintain downstream fish passage throughout the project.
- d. No dewatering shall occur with direct discharge to waters or wetlands. Excess water in isolated work areas shall be pumped or directed to a sedimentation basin, tank or other dewatering structures in an upland area adequately separated from waters or wetlands. Suspended solids shall be removed prior to discharge back into waters or wetlands from these dewatering structures. All discharge points back into waters and wetlands shall use appropriate energy dissipaters and erosion and sedimentation control BMPs.
- e. Temporary controls shall be removed upon completion of work, but not until all exposed soil and other fills, as well as any work waterward of OHW or the HTL, are permanently stabilized at the earliest practicable date. Sediment and debris collected by these devices shall be removed and placed at an upland location in a manner that will prevent its later erosion into a waterway or wetland. Controls may be left in place if they are biodegradable and flows and aquatic life movements are not disrupted.

## **26. Aquatic Life Movements and Management of Water Flows.**

- a. No activity may substantially disrupt the necessary life cycle movements of those species of aquatic life indigenous to the waterbody, including those species that normally migrate through the area, unless the activity’s primary purpose is to impound water. All permanent and temporary crossings of waterbodies and wetlands shall be:
  - i. Suitably spanned, bridged, culverted, or otherwise designed and constructed to maintain low flows to sustain the movement of those aquatic species; and
  - ii. Properly aligned and constructed to prevent bank erosion or streambed scour both adjacent to and inside the crossing.

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<sup>1</sup> Appropriate soil erosion, sediment and turbidity controls include cofferdams, bypass pumping around barriers immediately up and downstream of the work footprint (i.e., dam and pump), installation of sediment control barriers (i.e., silt fence, vegetated filter strips, geotextile silt fences, filter tubes, erosion control mixes, hay bales or other devices) downhill of all exposed areas, stream fords, retention of existing vegetated buffers, application of temporary mulching during construction, phased construction, and permanent seeding and stabilization, etc.

- b. To avoid adverse impacts on aquatic organisms, the low flow channel/thalweg shall remain unobstructed during periods of low flow, except when necessary to perform the authorized work.
- c. For work in tidal waters, in-stream controls (e.g., cofferdams) should be installed in such a way as to not obstruct fish passage.
- d. Riprap and other stream bed materials shall be installed in a manner that avoids organism entrapment in rock voids or water displaced to subterranean flow with crushed stone and riprap.
- e. To the maximum extent practicable, the preconstruction course, condition, capacity, and location of open waters must be maintained for each activity, including stream channelization, storm water management activities, and temporary and permanent road crossings, except as provided below. The activity must be constructed to withstand expected high flows. The activity shall not restrict or impede the passage of normal or high flows unless the primary purpose of the activity is to impound water or manage high flows. The activity may alter the pre-construction course, condition, capacity, and location of open waters if it benefits the aquatic environment (e.g., stream restoration or relocation activities).

### **27. Spawning, Breeding, and Migratory Areas.**

- a. Activities in spawning areas during spawning seasons must be avoided to the maximum extent practicable. Activities that result in the physical destruction (e.g., through excavation, fill, or downstream smothering by substantial turbidity) of an important spawning area are not authorized under these GPs.
- b. Activities in waters of the U.S. that serve as breeding areas for migratory birds must be avoided to the maximum extent practicable.
- c. The applicant is responsible for obtaining any “take” permits required under the USFWS’s regulations governing compliance with the Migratory Bird Treaty Act or the Bald and Golden Eagle Protection Act. The applicant should contact the appropriate local office of the USFWS to determine if such “take” permits are required for a particular activity.
- d. Information on spawning habitat for species managed under the Magnuson-Stevens Fishery Conservation and Management Act (i.e., EFH for spawning adults) can be obtained from NAE Regulatory website, Essential Fish Habitat section, at: <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>.
- e. Information regarding diadromous fish habitat can be obtained from the following DMF website at: <https://www.mass.gov/info-details/massqis-data-diadromous-fish>.

### **28. Vernal Pools.**

- a. A PCN is required if a discharge of dredged or fill material is proposed within a vernal pool depression that is also a water of the U.S.
- b. Vernal pools must be identified on the plans that show aquatic resource delineations.
- c. Adverse impacts to vernal pools shall be avoided & minimized to the maximum extent practicable.

### **29. Invasive Species.**

- a. The introduction, spread or the increased risk of invasion of invasive plant or animal species on the project site, into new or disturbed areas, or areas adjacent to the project site caused by the site work shall be avoided. Construction mats shall be thoroughly cleaned before reuse to avoid spread of invasive species.
- b. Unless otherwise directed by USACE, all applications for PCN non-tidal projects proposing fill in USACE jurisdiction shall include an Invasive Species Control Plan. Additional information can be found at: <https://www.nae.usace.army.mil/Missions/Regulatory/Invasive-Species/>, <https://www.nae.usace.army.mil/Missions/Regulatory/Mitigation/>.

**30. Fills Within 100-Year Floodplains.** The activity shall comply with applicable Federal Emergency Management Agency (FEMA) approved, Massachusetts Emergency Management

Agency (MEMA) approved and/or local floodplain management requirements. Applicants should contact FEMA and/or MEMA regarding floodplain management requirements.

### **31. Stream Work and Crossings & Wetland Crossings.**

- a. When feasible, all temporary and permanent crossings of waterbodies and wetlands (hereinafter referred to as “crossings”) shall conform to the “Massachusetts River and Stream Crossing Standards” located at: <https://www.mass.gov/doc/massachusetts-river-and-stream-crossing-standards/download> or <https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Massachusetts-General-Permit/>. Projects that do not conform to these guidelines shall be reviewed under PCN or IP procedures.
- b. Crossings shall be suitably culverted, bridged, or otherwise designed to withstand and to prevent the restriction of high flows, to maintain existing low flows, maintain water quality, and not obstruct the movement of aquatic life indigenous to the waterbody beyond the duration of construction.
- c. Crossings shall be installed in such a manner as to preserve hydraulic capacity and flow, sediment transport, and organism passage at its present level, between the wetlands on either side of the road. The applicant shall take necessary measures to correct any wetland damage resulting from deficiencies in hydraulic capacity, sediment transport and organism passage.
- d. Stream crossings shall utilize a natural mixed grain-size streambed material composition that matches upstream and downstream substrates to create a stable streambed. Substrate should function appropriately during normal and high flows without washing out. If natural streambed material is not utilized, a PCN is required.
- e. Activities involving open trench excavation in flowing waters require a PCN. Work should not occur in flowing waters (requires using management techniques such as temporary flume pipes, culverts, cofferdams, etc.). Normal flows should be maintained within the stream boundary’s confines when practicable. Projects utilizing these management techniques must meet all applicable terms and conditions of the GP, including the GCs in Section IV.

### **32. Utility Line Installation and Removal**

- a. Subsurface utility lines must be installed at a sufficient depth to avoid damage from anchors, dredging, etc., and to prevent exposure from erosion and stream adjustment.
- b. When utility lines are installed via horizontal directional drilling, a frac-out contingency plan shall be present on site for the duration of construction. As necessary, the applicant shall immediately contain, control, recover, and remove drilling fluids released into the environment.
- c. Abandoned or inactive utility lines must be removed and faulty lines (e.g., leaking hazardous substances, petroleum products, etc.) must be removed or repaired. A written verification from the USACE is required if they are to remain in place, e.g., to protect sensitive areas or ensure safety.
- d. Utility lines shall not adversely alter existing hydrology, and trenches cannot be constructed or backfilled in such a manner as to drain waters of the U.S. (e.g., backfilling with extensive gravel layers, creating a French drain effect). In wetland areas, structures such as ditch plugs, cut-off walls, clay blocks, bentonite, or other suitable material shall be used within utility trenches to ensure that the trench through which the utility line is installed does not drain waters of the U.S. including wetlands.
- e. Stockpiling of tree debris, to the extent where it has the effect of fill material, shall not occur in waters of the U.S. Tree debris shall be removed from waters of the U.S. and placed in uplands without causing additional disturbance to aquatic resources. Failure to meet this condition could change the bottom elevation of the wetland and be considered a discharge of fill material, and depending on the area of alteration, may require a PCN or IP.

**33. Water Supply Intakes.** No activity may occur in the proximity of a public water supply intake, except where the activity is for the repair or improvement of public water supply intake structures or adjacent bank stabilization.

**34. Coral Reefs.** Impacts to coral reefs are not authorized under these GPs. Coral reefs consist of the skeletal deposit, usually of calcareous or siliceous materials, produced by the vital activities of anthozoan polyps or other invertebrate organisms present in growing portions of the reef.

**35. Blasting.** Blasting in waters of the U.S. associated with work such as dredging, trenching, pile installation, etc. is not authorized under these GPs.

**36. Inspections.** The permittee shall allow USACE to make periodic inspections at any time deemed necessary to ensure that the work is being or has been performed in accordance with the terms and conditions of this permit. To facilitate these inspections, for activities requiring a PCN, the permittee shall complete and return the Certificate of Compliance when it is provided with a PCN verification letter. For SV-eligible activities, the permittee shall complete and submit the SVN to USACE within 30 days of initiating project construction, at which point, USACE may opt to inspect the activity to verify compliance with the terms and conditions of the GP. Post-construction engineering drawings may be required by USACE for completed work. This includes post-dredging survey drawings for any dredging work.

**37. Maintenance.** The permittee shall maintain the activity authorized by these GPs in good condition and in conformance with the terms and conditions of this permit. Some maintenance activities may not be subject to federal regulation under Section 404 in accordance with 33 CFR 323.4(a)(2). This condition is not applicable to maintenance of dredging projects. Prospective permittees should contact USACE to inquire about maintenance of dredging projects, and its eligibility under these GPs. Maintenance dredging is subject to the review thresholds in GP #7 as well as any conditions included in a written USACE authorization. Maintenance dredging includes only those areas and depths previously authorized and dredged.

**38. Property Rights.** Per 33 CFR 320.4(g)(6), these GPs do not convey any property rights, either in real estate or material, or any exclusive privileges, nor do they authorize any injury to property or invasion of rights or any infringement of Federal, State, or local laws or regulations.

**39. Transfer of GP Verifications.** When the work authorized by these GPs is still in existence at the time the property is transferred, the terms and conditions of these GPs, including any special conditions, will continue to be binding on the entity or individual who received the GP authorizations, as well as the new owner(s) of the property. If the permittee sells the property associated with a GP authorization, the applicant may transfer the GP authorization to the new owner by submitting a letter to USACE to validate the transfer. A copy of the GP authorization letter must be attached to the letter, and the letter must include the following statement: "The terms and conditions of these general permits, including any special conditions, will continue to be binding on the new owner(s) of the property." This letter shall be signed by both the seller and new property owner(s).

**40. Modification, Suspension, and Revocation.** These GPs and any individual authorization issued thereof may be either modified, suspended, or revoked in whole or in part pursuant to the policies and procedures of 33 CFR 325.7; and any such action shall not be the basis for any claim for damages against the U.S.

**41. Special Conditions.** The USACE may impose other special conditions on a project authorized pursuant to these GPs that are determined necessary to minimize adverse navigational and/or environmental effects or based on any other factor of the public interest. Failure to comply with all conditions of the authorization, including special conditions, constitutes a permit violation and may subject the applicant to criminal, civil, or administrative penalties or restoration.



**42. False or Incomplete Information.** If USACE makes a determination regarding the eligibility of a project under these GPs, and subsequently discovers that it has relied on false, incomplete, or inaccurate information provided by the applicant, the authorization will not be valid, and the U.S. Government may institute appropriate legal proceedings.

**43. Abandonment.** If the permittee decides to abandon the activity authorized under these GPs, unless such abandonment is merely the transfer of property to a third party, he/she/they may be required to restore the area to the satisfaction of USACE.

**44. Enforcement cases.** These GPs do not apply to any existing or proposed activity in USACE jurisdiction associated with an on-going USACE or EPA enforcement action, until such time as the enforcement action is resolved or USACE or EPA determines that the activity may proceed independently without compromising the enforcement action.

**45. Previously Authorized Activities.**

- a. Completed projects that received prior authorization from USACE (SV or PCN), shall remain authorized in accordance with the original terms and conditions of those authorizations, including their terms, GCs, and any special conditions provided in a written verification.
- b. Activities authorized pursuant to 33 CFR 330.3 (activities occurring before certain dates) are not affected by these GPs.

**46. Duration of Authorization.**

These GPs expire on June 1, 2028. Activities authorized under these GPs will remain authorized until the GPs expire, unless discretionary authority has been exercised on a case-by-case basis to modify, suspend, or revoke the authorization in accordance with 33 CFR 325.2(e)(2). Activities authorized under GPs 1-25 that have either commenced (i.e., are under construction) or are under contract to commence in reliance upon this authorization will have until June 1, 2029 to complete the work. If requested by USACE, the permittee shall furnish documentation that demonstrates the project was under construction or under contract to commence by June 1, 2028. If work is not completed before June 1, 2029, the permittee must contact USACE. The USACE may issue a new authorization provided the project meets the terms and conditions of the MA GPs in effect at the time. Activities completed under the SV or PCN authorizations of these GPs will continue to be authorized after their expiration date.



US Army Corps of Engineers
New England District

COMPLIANCE CERTIFICATION FORM

(Minimum Notice: Permittee must sign and return notification within one month of the completion of work.)

Permit Number: NAE-2008-00759
Project Manager: Roberta Budnik
Name of Permittee: Town of Wellfleet
Permit Issuance Date: March 27, 2024

Note: Choose one of the following. Choose the 2nd when mitigation required. Please sign this certification and return it to our office upon completion of the activity.

Please sign this certification and return it to our office upon completion of the activity and any mitigation required by the permit. You must submit this after the mitigation is complete, but not after the mitigation monitoring, which requires separate submittals.

E-MAIL TO: cenae-r-ma@usace.army.mil; or
MAIL TO: Massachusetts Section
Regulatory Division
U.S. Army Corps of Engineers, New England District
696 Virginia Road
Concord, MA 01742-2751

Please note that your permitted activity is subject to a compliance inspection by an U.S. Army Corps of Engineers representative. If you fail to comply with this permit you are subject to permit suspension, modification, or revocation.

I hereby certify that the work authorized by the above referenced permit was completed in accordance with the terms and conditions of the above referenced permit, and any required mitigation was completed in accordance with the permit conditions.

Signature of Permittee Date

Printed Name Date of Work Completion

Telephone Number Telephone Number

3225 MAIN STREET • P.O. BOX 226  
BARNSTABLE, MASSACHUSETTS 02630



CAPE COD  
COMMISSION

(508) 362-3828 • Fax (508) 362-3136 • [www.capecodcommission.org](http://www.capecodcommission.org)

VIA ELECTRONIC MAIL

March 28, 2024

Thomas Guerino, Interim Town Administrator  
Town of Wellfleet  
300 Main Street  
Wellfleet, MA 02667

Re: Notice of Subsidy from the Cape Cod and Islands Water Protection Fund

Dear Mr. Guerino:

The Cape Cod and Islands Water Protection Fund Management Board (Management Board), pursuant to its authority under M.G.L. c. 29C, §§ 19 and 20 and through the Cape Cod Commission, hereby notifies you that the Management Board, at its meeting on March 22, 2024, voted to approve contingent commitments for subsidies from the Cape Cod and Islands Water Protection Fund (CCIWPF) to fund Qualified Projects listed on the 2024 Clean Water State Revolving Fund Intended Use Plan (IUP). These commitments represent a 25% subsidy for projects with a cost of at least \$1,000,000 and a 50% subsidy for projects less than \$1,000,000.

The Town of Wellfleet has Qualified Projects listed on the 2024 IUP, and the Management Board made the following contingent commitments for subsidies from the CCIWPF:

Project	IUP Year	Project Cost on IUP	Total Subsidy
Enhanced I&A Septic System Program	2024	\$448,800	\$224,400
95 Lawrence Wastewater Treatment and Collection System	2024	\$6,309,000	\$1,577,250

Final commitments will be considered following execution of a loan agreement for each project.

This subsidy is in addition to, not in place of, any financial assistance awarded under the Clean Water State Revolving Fund Program. Funds will be disbursed over the term of each loan agreement for projects on the 2024 IUP. The Cape Cod Commission will work with the MA Clean Water Trust on administration of subsidy awards.



Please feel free to contact me with any questions.

Sincerely,



Kristy Senatori  
Executive Director

Cc:

Kevin Galligan, Chair, Cape Cod and Islands Water Protection Fund Management Board  
Ryan Curley, Wellfleet Representative to the Cape Cod and Islands Water Protection Fund  
Management Board  
Nate Keenan, Massachusetts Clean Water Trust

## Rebekah Eldridge

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**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Thursday, March 28, 2024 9:08 AM  
**To:** Board of Selectmen  
**Subject:** Fwd: invoices for comprehensive cultching report 2020-2023

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

So let's see if it's possible for anyone to ask any town employee for anything.

Begin forwarded message:

**From:** Jude Ahern <jude@judeahern.com>  
**Subject:** Re: invoices for comprehensive cultching report 2020-2023  
**Date:** March 28, 2024 at 9:06:04 AM EDT  
**To:** Tom Guerino <Tom.Guerino@wellfleet-ma.gov>

Tom, I'm asking you to make sure that your town employee does this for me. If you don't want to ask that employee to do it, that's your decision. I encourage you at some point to listen to the Charter review committee recordings about the Town Administrator's role vis-a-vis committees. It's really important and doesn't happen.

On Mar 28, 2024, at 8:57 AM, Tom Guerino <Tom.Guerino@wellfleet-ma.gov> wrote:

Jude:

I do not mean to be disrespectful, but I do not take direction from Boards or Committee's, or citizens on tasks that I must do. The SB is in charge of that aspect of my work. I do want to work positively with you but will not be directed on what I should or should not be doing during my work-day. While this is important, so too are several other pressing matters facing the Town.

Respectfully,

Tom Guerino

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**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Thursday, March 28, 2024 8:20 AM  
**To:** Nancy Civetta <Nancy.Civetta@wellfleet-ma.gov>; Tom Guerino

Sincerely,  
Jude Ahern

## Rebekah Eldridge

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**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Thursday, March 28, 2024 9:50 AM  
**To:** Board of Selectmen  
**Subject:** Fwd: and regarding time and so much to do?

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Nancy Civetta wasted SIX MONTHS OF EVERYONE'S TIME with her idea of cultching in Blackfish Creek. They caught TWO oysters! Named Curt and Nancy. Is any one of you going to stop this madness? This will become a headache. How many waterfront properties will need to get certified letters? One of you better have the answer for me on Tuesday and again, can't wait for that public comment about your comments while you thought you were off mic.

Begin forwarded message:

**From:** Jude Ahern <[jude@judeahern.com](mailto:jude@judeahern.com)>  
**Subject:** and regarding time and so much to do?  
**Date:** March 28, 2024 at 9:15:14 AM EDT  
**To:** Tom Guerino <[tom.guerino@wellfleet-ma.gov](mailto:tom.guerino@wellfleet-ma.gov)>

Exactly! So you can thank Nancy Civetta for bringing on what will become yet another huge project we don't have the bandwidth for at the moment. She JUST got the permit and hasn't done any monitoring. If you were a leader, you might want to ask her why she is taking this on now. Last year she WASTED six months with another "idea". I simply want invoices. I think that is well within our rights considering what this town has been through financially in the last four years.

## Rebekah Eldridge

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**From:** Jude Ahern <jude@judeahern.com>  
**Sent:** Thursday, March 28, 2024 5:17 PM  
**To:** Barbara Carboni; Board of Selectmen; Tom Guerino  
**Subject:** Fwd: public records request: emails sent from Nancy to SAB on Wednesday

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is for Barbara. Nancy is not held accountable for anything. Sending paperwork only to the SAB one half hour before the meeting. She stated in the SAB meeting that she sent the application yesterday. I asked her politely why she didn't send it to me please and again nothing. And then the Selectboard, Ryan specifically, trash talks me for making public records requests? Shame on all of you.

Begin forwarded message:

**From:** Jude Ahern <[jude@judeahern.com](mailto:jude@judeahern.com)>  
**Subject:** public records request: emails sent from Nancy to SAB on Wednesday  
**Date:** March 28, 2024 at 4:37:21 PM EDT  
**To:** Jennifer Congel <[jennifer.congel@wellfleet-ma.gov](mailto:jennifer.congel@wellfleet-ma.gov)>

Dear Jennifer:

I am sorry that you were unable to help me without me having to do this, again.

Pursuant to the Massachusetts Public Records Law, M.G.L. c.66, §10, I hereby request the following records:

**All emails and documents sent by Nancy Civetta or the Wellfleet Shellfish Department to the Shellfish Advisory Board on Wednesday, March 27, 2024; and any correspondence in any form to any SAB members individually since returning from Italy on Monday, March 26, 2024.**

I also request that, if appropriate, fees be waived as we believe this request is in the public interest, as suggested but not stipulated by the recommendations of the Massachusetts Supervisor of Public Records. The requested documents will be made available to the general public free of charge and not for commercial usage.

I expect the request to be filled in an accessible format. In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request as soon as possible but within 10 business days as the statute requires.





## Barnstable County

Regional Government of Cape Cod  
3195 Main Street | Barnstable, Massachusetts 02630

Joseph R. Pacheco  
Director

Mandi Speakman  
Deputy Director

Department of Human Services

### **NOTICE OF PUBLIC MEETING, DOCUMENT AVAILABILITY and COMMENT PERIOD**

#### **Barnstable County HOME Consortium Annual Action Plan for Program Year 2024**

The Barnstable County HOME Consortium has prepared its draft Annual Action Plan for Program Year 2024 (PY24). This plan outlines funding priorities and serves as the strategic and planning documents for Barnstable County's HOME Program which is funded by the U. S. Department of Housing and Urban Development (HUD). The anticipated HUD allocation for PY24 is \$600,000.00 and approximately \$61,966.00 in repurposed program income.

#### **NOTICE OF PUBLIC MEETING**

The Barnstable County HOME Consortium will conduct a public meeting on **Tuesday, April 16, 2024 at 3:00 p.m. via a virtual meeting** pursuant to Chapter 2 of the Acts of 2023, signed into law on March 29, 2023. The public may join in the meeting by going to <https://www.capecod.gov/departments/human-services/initiatives/housing-homelessness/home-program/> and following the instructions to Join Virtual Meeting. Or: [Click here to join the meeting](#) or call in (audio only): 1-781-469-0191 and enter meeting ID: 454640623#.

The purpose of this public meeting is to obtain oral and/or written comment from citizens, public agencies, community organizations, and interested parties relative to the Annual Action Plan for Program Year 2024 (July 1, 2024 to June 30, 2025).

If you are a person with a disability and need to request a reasonable accommodation, contact Justyna Marczak, Barnstable County ADA Coordinator at [jmarczak@capecod.gov](mailto:jmarczak@capecod.gov) or call 508-375-6646 at least 24 hours in advance of the meeting.

#### **NOTICE OF DOCUMENT AVAILABILITY and PUBLIC COMMENT PERIOD**

The PY24 Annual Action Plan will be available for review by **April 8, 2024** online at <https://www.capecod.gov/departments/human-services/initiatives/housing-homelessness/home-program/>. Interpreters are available with advance request. A request for hard copies of the draft plan should be directed to Renie Hamman at 508.375.6622 or [homeprogram@capecod.gov](mailto:homeprogram@capecod.gov).

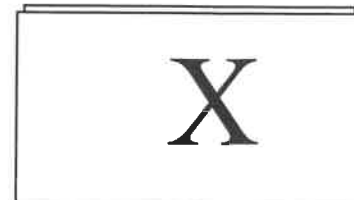
Submit written comments to: Barnstable County Department of Human Services, HOME Program, P.O. Box 427, Barnstable, MA 02630 or by email to [homeprogram@capecod.gov](mailto:homeprogram@capecod.gov). Comments will be accepted through **May 9, 2024** and will be summarized and included in the final Plan submitted to HUD.



# SELECTBOARD

AGENDA ACTION REQUEST

Meeting Date: April 2, 2024



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## SELECTBOARD REPORTS:

Reported by:	Topic:



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

XI

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### TOWN ADMINISTRATOR REPORTS

- **The town administrator will give a verbal report at this meeting.**



## SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

XII

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### TOPICS FOR FUTURE DISCUSSION

- **The board will bring up topics that they wish to be on future agendas.**



# SELECTBOARD

AGENDA ACTION REQUEST  
Meeting Date: April 2, 2024

**XIII**

## MINUTES

<b>REQUESTED BY:</b>	<b>Executive Assistant</b>
<b>DESIRED ACTION:</b>	<b>Approval of Meeting Minutes for March 19, 2024 March 21, 2024.</b>
<b>PROPOSED MOTION:</b>	<b>I move to approve the minutes of March 19<sup>th</sup> and 21<sup>st</sup>, 2024 as printed.</b>
<b>ACTION TAKEN:</b>	Moved By: _____ Seconded By: _____ Condition(s):
<b>VOTED:</b>	Yea _____ Nay _____ Abstain _____

**Wellfleet Selectboard**  
**Tuesday March 19, 2024; 6pm**  
**Hybrid Meeting: Zoom/715 Old King's Highway**  
**Meeting Minutes**

**Members Present:** Barbara Carboni, Chair; John Wolf, Vice Chair; Michael DeVasto (virtual); Ryan Curley, Tim Sayre

**Others Present:** Tom Guerino, Interim Town Administrator; Jared Collins, KP Law; Sam Myers; KP Law, Michael Parlante; Farrukh Najmi, Jude Ahern, Wes Stenson, Environmental Partners; Diane Brunt; Kevin LaRocco, Police Chief; Brad Morse, Judith Styles, business owner; Bruce Bierhans, Alex Hay, Sebastian, Jay Norton, DPW Director; Rich Bienvenue, Finance Director for the town of Eastham; Rich Pauley, Fire Chief; Joe Cappello, Deputy Chief; Suzanne Grout Thomas, Community Service Director.

Chair Carboni called the meeting to order at 6:03pm

Chair Carboni stated to use town counsel's time efficiently they would be doing the open meeting law complaints first and then move to public comments.

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**I. Open Meeting Law Complaints**

**A. Open Meeting Law Complaints**

- Discuss and Vote to have town counsel send a response, open meeting law filed by Jude Ahern, March 4, 2024

Chair Carboni asked Collins to speak to this complaint. Collins spoke to the board and public and he explained the content of the complaint, and the response that town counsel was going to address with the response. Collins stated that although there were discussions about the appointment made by the administrator, he believed this was covered under topics for future concern, as the town administrator at the time wanted to get this hire before he left the position. Chair Carboni thanked Collins and stated she was in full support of this response. She polled the board and there were no issues from any of the members.

**Board Member Wolf Moved; Board Member Sayre Seconded; and it was voted to direct town counsel to send the response letter as presented for the complaint filed to the attorney general's office on behalf of the Selectboard.**

**Roll Call Vote: 5-0**

- Discuss and vote to have town counsel send a response. Open meeting law files by Michael Shannon – March 11, 2024

Chair Carboni asked Collins to speak to this complaint. Collins explained this complaint to the board and public and then gave the response that counsel had written to send. Collins explained the delay in the executive session meeting being released to the public.

**Board Member Wolf Moved; Board Member Sayre Seconded; and it was voted to direct town counsel to send the response letter as presented for the complaint filed on March 11, 2024, by Michael Shannon to the attorney general's office on behalf of the Wellfleet Selectboard.**

**Roll Call Vote: 5-0**

## II. ***Announcements and Public Comments***

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

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

Chair Carboni asked the board if any members had a comment or announcement, Sayre stated that he attended a Shellfish Advisory Board meeting where it was stated that there is concern with Duck Creek flowing into the Herring River, the board would like to have a representative of the Herring River project to explain what's happening with the overflow and damage to the oyster beds.

Chair Carboni stated that Thursday's meeting of the board will be held at the town hall in the basement conference room.

Parlante came to the microphone explaining his concern with Duck Creek and Herring River expressing concern for the herring being able to get up the river.

Farrukh Najmi spoke to the board about his article in the town meeting warrant and explained why he felt it was important and personal to him and urged the selectboard to recommend this article at the town meeting.

Ahern spoke to the board regarding her open meeting law complaint. She spoke about the budget and warrant discussion. She stated concerns for the operating budget.

Stenson spoke to the board updating the board and public on the temporary bridge being opened tomorrow and cautioned the public to be safe. He also spoke about the pedestrian and bike access which is on the side of the temporary bridge.

Brunt spoke to the board about the discussion held at the meeting where the complaint was filed.

Chief LaRocco spoke to the board updating them about the work zones on route 6 and the unsafe working conditions as people are driving at high rates of speed. He stated that Mass DOT has significant concern about the speed limit, and he explained that Mass DOT will reduce the speed limit to 35MPH.

Morse spoke to the board about the issues around town and his main issue is the public being silenced.

Styles spoke to the board supporting Parlante's point about Herring.

## III. ***Consent Agenda***

A. Use of Town Property ~ WOA ~ Banners on Main Street for Oysterfest and then change over to holiday banners for the holiday Season, beginning May 17, 2024.

**Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to approve the consent agenda as presented.**

**Roll Call Vote: 4-0-1 (DeVasto abstained)**

***Consent Agenda A ~ Chair Carboni is recused from this item.***

B. Extension of allowable work hours ~ Jay Norton, DPW; Wes Stinson; Environmental Partners

Wolf took over as chair, he asked Stenson and Norton to come up to explain the item. Stenson shared his screen. He explained that they are hoping to extend the

works hours from sunup to sundown due to the herring running, He pointed to the map where they will be mainly working right away. There were some questions for Stenson from the board regarding the details of hours.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to approve the request for extended work hours from sunup to sundown excluding recognized holidays through June 30, 2024.**

**Roll Call Vote: 4-0-1 (Carboni recused).**

**IV. *Police Department Appointments & Business ~ Chief LaRocco***

**A. Appointment of Full time Police Officer Rachel Bunce**

Chief LaRocco came to the table to discuss with the board his new police officer appointments. He introduced Bunce to the board and gave her credentials. Chair Carboni asked the board if there were any questions. They all were very impressed with her credentials and thanked her for her willingness to serve.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to approve the appointment of Rachel Bunce as a full-time police officer for the town of Wellfleet with the condition she complete field officer training.**

**Roll call Vote: 5-0**

**B. Appointment of Full time Police Officer Brianna M. Johnson**

The Chief introduced Brianna Johnson who he stated was in Arizona, he explained that she did a ride along in July with the police department. He explained that she is planning to move to Wellfleet and would like to become an officer. He gave the board her list of credentials. He stated she has passed many of her exams and is looking for the board to appoint her pending completion if the academy.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to approve the appointment of Brianna Johnson as a full-time police officer for the town of Wellfleet with a conditional offer pending the completion of the following:**

- **Passes a full background check.**
- **Passes a physical agility test.**
- **Passes a Massachusetts license to carry a firearm.**
- **Passes the police academy.**

**Roll Call Vote: 5-0**

Chief LaRocco gave an update regarding staffing and the upcoming promotions for the department that will come before the board.

**C. Cahoon Hollow Beach Discussion ~ Kevin LaRocco ~ Police Chief**

Chief gave an update on Cahoon Hollow Beach explain the work that the department has been doing with the National Park Service. He gave details about the ban of open containers of alcohol, he stated he believed it was a successful summer. He stated the weather also had some effect on this because it wasn't as good as in previous summers.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to continue the control the town put into place for Cahoon Hollow Beach for the summer of 2024 with the recommendations as provided by the Police Chief.**



**Roll Call Vote: 5-0**

**v. Public Hearings**

- A. Transfer of all Alcohol license from The Wicked Oyster License to Alexander Bradford Hay, Garrett William Smythe, and Sebastian C. Taffara. Chair Carboni opened the public hearing.**

Chair Carboni read the public hearing announcement and asked the three applicants to come forward. Bierhans explained the application to the board and public and welcomed any questions. The board discussed Curley stated the only thing that was advertised what the transfer of license not the change of class. He explained that would need to be another public hearing to make sure the change of class was advertised.

**Board member Curley moved; Board Member Seconded, and it was voted to approve the application received on February 26, 2024; from Alexander Hay, Garret William Smyth, and Sebastian Taffara for the transfer for all alcohol license from TEK Restaurant Group, Inc. DBA: The Wicked Oyster; Kenneth W. Kozack, Treasurer/Manager & Eliza S. Fitts President/Manager., to Alexander Hay, Garrett Smythe, and Sebastian Taffara.**

**Roll Call Vote: 5-0**

- B. Changing a Yield sign to a stop sign at Pole Dike Road and Coles Neck Road, ~ Chair Carboni opened the Public Hearing ~ Kevin LaRocco, Police Chief – This was moved before the alcohol license.**

Chief LaRocco spoke to this agenda item stating he received a letter from a resident with concerns that the cars are not yielding and causing safety concerns. The board discussed this change. There were no issues from the board.

**Board Msignsr Curley Moved; Board Member Wolf Seconded; and it was voted to amend Wellfleet's traffic rules and regulations Appendix A; to add a stop sign at the end of the section of road at Pole Dike Road and Coles Neck Road.**

**Roll Call Vote: 5-0**

**Board Member Wolf moved; Chair Carboni Seconded; and it was voted to close this public hearing.**

**Roll Call Vote: 5-0**

- C. Beach Office Changes ~ Suzanne Grout-Thomas, Beach Director**

Chair Carboni asked Thomas to come to the table to present her changes to the board. Thoms reported to the board and public the changes needed to be made to the beach sticker disbursement, as far as the date goes. She explained the hearing was asked for because in the current regulations it states the beach stickers are issues the third Saturday in June and she would like the fourth meeting in June just for this year as there are five Saturdays this year in June. The board discussed this; Curley stated he didn't want to change the regulations Thomas explained that there isn't staff to man the department until the fourth Saturday. There were some questions about the transfer station stickers being able to be purchased. The board discussed this, going back and forth about keeping the regulations as is or changing for just this year.

**Board Member Wolf Moved; Board Member DeVasto Seconded; and it was voted to approve that beach stickers be required for the season on the fourth Saturday in June rather than the third Saturday in June which is specified in the beach rules and regulations for the season of 2024.**

**Roll call Vote: 3-2 (Curley voted no, Sayre voted no).**

**It was voted to close the public hearing.**

**VI. *Business***

**A. Discussion on meeting times moving forward.**

Chair Carboni asked Guerino to talk about this item. Guerino spoke to the board stating that staff would like to keep the meetings at 6pm but understands the board wanting it to move to 7pm. DeVasto spoke to the time and asked if the board would be willing to move the time from 7pm beginning Memorial Day to Labor Day. Curley stated he would be willing to keep the time at 6pm until there is a better hosing situation for the town administrator. Wolf spoke to the board and stated he was fine with keeping the time 6pm until June 1. They agreed they would leave the time at 6pm, and vote on a different time at a later date.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to that the Wellfleet selectboard will set its meeting times between June 2<sup>nd</sup> and September 30<sup>th</sup> to be 7pm.**

**Roll Call Vote: 5-0**

**VII. *Capital Budgets***

**A. The board will review and vote on the department's capital budgets.**

Bienvenue came to the table to present the departments capital budgets. He spoke about the free cash certification and gave an update on the numbers that are inserted in the report. He explained some changes that were made and why they were made. He spoke about financial goals moving forward.

The Fire Departments Capital Budget was discussed. The board discussed debt and what percentage it should be at. The board continued to discuss the capital budgets with Bienvenue and specific department heads.

The board went through the capital budgets as listed in the warrant. Chief LaRocco went first to go over his budget and explained it to the board. Chief Pauley was next to present his capital budget, he and Deputy Chief Cappello discussed their capital budgets. The board discussed this budget with some questions for the chief and deputy chief. Norton spoke on behalf of the chief regarding the new HVAC system that is being asked for. They discussed the HVAC system at great length. They moved on to the ambulance request.

Norton came to the microphone, to discuss his budget and what it entailed and how it was calculated.

Thomas came to the table next to present her budget and answer any questions from the board. She spoke about the council on again walking path which she stated is the most significant ask in her capital budget. The board had some questions regarding the walkway. The board thanked the department heads that came forward to discuss their budgets.

**VIII. *Town Administrator's Report***

- Guerino reported that he has been made aware of the Bound Brook issues and he stated there is a meeting tomorrow morning to troubleshoot the issues and try to figure out a sensible solution.
- The Herring River Restoration Project he stated was discussed at great length earlier in the meeting.
- He spoke about a meeting with various Department heads and that there will be a meeting with administrative support staff and a department head meeting.
- He spoke about the ongoing work regarding the ice machine.
- He spoke to the board about the trees at the Piping Plover, stating he has had a meeting with the commonwealth of Massachusetts, and they have agreed to leave the trees where they are, not doing any damage.
- He is reviewing the current non-union department head contracts; he spoke about some flaws that he has come across and would like to come back to the board with amendments.

**IX. *Selectboard Reports***

- The ice machine was asked to be on the agenda for reoccurring updates.
- Wolf spoke about looking into the purchase and installation of the ice machine. He explained who he had reached out to.

**X. *Topics for Future Discussion***

- Curley stated that the agendas for the next month or so and doesn't feel the board should add more items until the warrant and budgets are all done.
- DeVasto stated the board needs to figure out the jurisdiction of backhoes to remove sediment from the Herring River.

**XI. *Minutes***

**A. March 12, 2024**

**Board Member Wolf Moved; Board Member DeVasto Seconded; and it was voted to approve the meeting minutes of March 12, 2024, as printed.  
Roll Call Vote: 5-0**

**XII. *Adjournment***

**Board Member moved; Board Member Seconded; and it was voted to adjourn.**

**Roll Call Vote: 5-0**

**Meeting adjourned 9:45pm**

**\*\*\*Public Documents\*\*\***

*Open Meeting Law Complaint forms ~ Judith Ahern*

*Open Meeting Law Complaint forms ~ Michael Shannon*

*Documents for the appointment of Rachel Bunce to the Police Department*

*Documents for the appointment of Brianna Johnson to the Police Department*

*Documents regarding Cahoon Hollow Beach*

*Capital Budgets of the town of Wellfleet*

*Meeting Minutes of March 12, 2024*

**Wellfleet Selectboard**  
**Thursday March 21, 2024; 6pm**  
**Hybrid Meeting ~ Zoom/300 Main Street ~ Town Hall**  
**Meeting Minutes**

**Members Present:** Barbara Carboni, Chair; John Wolf, Vice Chair; Ryan Curley, Michael DeVasto (Virtually); Tim Sayre

**Others Present:** Tom Guerino, Interim Town Administrator; Jude Ahern, Diane Brunt, Will Sullivan, Harbormaster; Brittany Tilton, Assistant Harbormaster; Kathleen Bacon

Chair Carboni Called the meeting to order at 6:02pm

**I. *Announcements and Public Comments***

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

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

Chair Carboni asked if there were any announcements of the board, Sayre announced that he and Wolf went to a Shellfish Advisory Board meeting earlier in the day and stated they discussed the ice machine and the need for the project to get moving.

Brunt spoke about the fact that the selectboard and the fincom were having meetings at the same time regarding the budgets, expressing her concern that it was happening at the same time. Chair Carboni spoke about the scheduling of meetings and that the boards job was to review and vote the budgets.

**II. *Capital Budgets***

A. The Board will review and may vote to approve departmental capital budgets. Guerino handed out the updated capital budgets to the board. Chair Carboni screen shared the capital budget. He suggested that the department heads that were at the meeting should present to the board and then they could move forward with the long-term capital plan. Curley explained he wanted the capital improvement plan.

The board began with the Harbormasters capital budget, he stated that his capital plan was not huge and easy to understand. He explained the budget and the board had some questions. Chair Carboni welcomed questions from the public regarding Sullivan's budget, there were none. The board will vote on all the capital budgets at a later meeting, so that the board has more time to review and understand the budgets.

There were no more capital budgets to review at tonight's meeting.

**III. *Operating Budgets***

A. The board will review and may approve department operating budgets. There was nothing new on the operating budgets.

**IV. *Town Meeting Warrant***

A. The board will view and take possible votes to insert and recommend warrant articles.

Curley asked if there were any additional articles on the warrant. Guerino stated that there are two articles that have been added. Guerino spoke about the petitioned articles.

Article 1 was skipped because it was the operating budget, and it is still being finalized.

Article 2 is prior year invoices and Curley asked why KP Law had such a large overdo invoice.

Article 3 was budgetary transfers and Guerino spoke to that stating that he asked the town accountant to work on this, and questioned why it was on the warrant and not just an end of the year transfer, The board discussed and agreed that this could be the end of the year transfer. Ahern came to the table asking questions about the transfers. Guerino explained how money transfers work in a municipality.

Ahern questioned the operating budgets of the Conservation and Health Department.

The board moved on to Article 4, 5 and 6 which were operating, marina, and water enterprise budgets which they skipped.

Article 7 was the ambulance article, the amount needed to be increased the board wasn't sure what the exact amount was and asked the fire chief to let them know. The Chief stated it was \$550,000.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to insert and recommend an article authorizing the lease of an ambulance as drafted with the amendment of the total be \$550,000.**

**Roll call Vote: 5-0**

The board moved to Article 8 which was the stabilization accounts. Guerino stated the numbers aren't final yet but should be within the next week or so. Curley stated that some of the money should go to affordable housing, and the target amount for the stabilization fund. Guerino stated the goal is to stabilize the finances of the town and he feels they are on the right direction but need to get a few more things done. He gave his opinion on the housing amount. Sayre had some questions regarding the target amount, Guerino spoke about what the DOR has recommended. DeVasto spoke about housing and moving the money to the affordable housing trust and would like a chance for Harry Terkanian to come to the meeting to discuss. Guerino spoke about the DOR report and what they recommended regarding the percentage to the operating budget. They discussed the opioid fund and what would be transferred into it.

The board moved on to Article 10 Senior work off abatement program. There was little discussion.

**Board Member Curley Moved; Board Member DeVasto Seconded; and it was voted to insert and recommend a senior work off abatement program into the annual town meeting warrant.**

**Roll Call Vote: 5-0**

Sayre pointed out the number in this article needs to be \$76,000. There were questions regarding an extra ice machine and could that fund be used for the ice machine. Guerino stated it needed to be brought to town counsel and he is expecting a response from them by the end of the week. Ahern came to the table



asking about the increase in spending, and how it was being spent. The board agreed they would wait to vote on this article.

They moved on to the community preservation committee articles, Article 13 was the beginning of the CPC articles.

**Board Member Curley Moved, Board Member Wolf Seconded; and it was voted to insert and recommend an article for administrative expenses, debt service, and allocation of reserves for the Community Preservation into the annual town meeting warrant.**

**Roll Call Vote: 5-0**

**Board Member Curley Moved; Board Member Seconded; and it was voted to recommend an article for the Community Preservation Committee for the return of \$200,000 in emergency housing assistance funds from a grant of \$270,000 voted at town meeting September 12, 2020, as presented into the annual town meeting warrant.**

**Roll Call Vote: 5-0**

DeVasto spoke about this article and explained what it was asking for and what the article was about. Sayre questioned the article and what the money was being spent on. Curley explained that it could be used for anything affordable housing related. Ahern came to the table stating that she was part of the CPC meeting, and it was a lot of money.

**Board Member Curley Moved; Board Member Sayre Seconded, and it was voted to insert and recommend an article for the Community Preservation article for the affordable housing trust as drafted in the annual town meeting warrant.**

**Roll Call Vote: 5-0**

CPC Habitat for Humanity was next to be voted on.

**Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to insert and recommend a community preservation article for the Habitat for Humanity as presented in the annual town meeting warrant.**

**Roll call Vote: 5-0**

Chair Carboni suggested the board add the amount in the warrant article.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to insert and recommend a Community Preservation article for Lower Cape Housing in the amount of \$7,500 as presented into the annual town meeting warrant.**

**Roll Call Vote: 5-0**

DeVasto stated he would like to hear from someone about this article. Sayre had questions as well. The board decided they would like a member of the CPC to come explain this article.

They moved to 360 Blue Heron Road Curley gave an update on this article and explained what it was about. The board decided not to vote on this article yet. They moved to the conservation fund; Curley stated he was ok with voting on this but wasn't comfortable designating money to this fund as open space and certain lots aren't just land for conservation. Wolf shared the same concerns. The board discussed this article.

**Board Member DeVasto Moved; Board Member Sayre Seconded, and it was voted to insert a Community Preservation article into the annual town meeting warrant in the sum of \$150,00 for an establishment of conservation land fund.**

**Roll Call Vote: 4-0-1**

**Chair Carboni Moved, Board Member Sayre Seconded; and it was voted to recommend a Community Preservation Article in the sum of \$150,00 for an establishment of conservation land fund.**

**Roll Call Vote: 2-2-1**

**Board Member DeVasto moved; Board Member Curley seconded; and it was voted to insert and recommend a Community Preservation article in the sum of \$15,000 for the Historical Commission for the annual town meeting warrant.**

**Roll Call Vote: 5-0**

The Bruer house was discussed next, **Chair Carboni recused herself from this warrant article.**

The board discussed if they had to insert this article. Guerino explained that this had to be in the warrant, but the board could vote to not recommend.

**Board Member DeVasto Moved; Board Member Sayre seconded; and it was voted to insert a Community Preservation article for the sum of \$200,000 for the Breuer House into the annual town meeting warrant.**

**Roll Call Vote: 4-0-1**

The board discussed recommending the article. Ahern came to the table stating that the board needed to vote on this, explaining this is such an important project. McMahan spoke to the board and stated that they will be renting this house for part of the season which is how they sustain the project.

**Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to recommend the community preservation article in the sum of \$200,000 for the Breuer House.**

**Roll Call Vote 4-0-1**

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to insert and recommend an article for Community Preservation in the sum of \$15,000 for the AIM Thrift Shop Renovations into the annual town meeting warrant.**

**Roll Call Vote: 5-0**

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to insert and recommend a Community Preservation Article in the sum of \$50,00 for the Henry Gray House as printed into the annual town meeting warrant.**

**Roll call Vote: 5-0**

The board moved on to the Historical Society.

**Board Member Curley Moved; Board Member Seconded; and it was voted to insert and recommend a Community Preservation Article for the Wellfleet Historical Society Museum for renovations in the amount of \$100,000 into the annual town meeting warrant.**

**Roll call Vote: 5-0**

Chair Carboni recused herself from the next warrant article as it had to do with Herring River.

**Board Member DeVasto Moved; Board Member Sayre Seconded; and it was voted to insert and recommend an article to convey a license at Old Chequessett Neck Road to he United States of America for access to construct and maintain a Herring River Restoration Project water control structure.**

**Roll Call Vote: 4-0- 1**

The board discussed the scholarship petitioned article. Chair Carboni explained the article to the board. Curley recused himself from this article.

The board discussed motions.

**Board Member DeVasto Moved; Board Member Wolf Seconded; and it was voted to not recommend the petitioned article for a Town of Wellfleet Scholarship program.**

**Roll Call Vote: 0-4-1**

Najmi came to the table to explain this warrant article and why he has it placed on the warrant. He spoke about the constant fire and mass starvation. He urged the Wellfleet Selectboard to be on the right side of this issue.

**Board Member Curley Moved; Board Member DeVasto Seconded; and it was voted to recommend a petitioned article in support of endurance of a ceasefire in Gaza petitioned article.**

**Roll Call Vote: Roll Call Vote: 3-0-2 (Sayre and Carboni abstained)**

**Board Member Curley Moved; Board Member DeVasto Seconded; and it was voted to reconsider the previous vote on the petitioned article for endurance to of a ceasefire in Gaza.**

**Roll Call Vote: 5-0**

**Board Member Curley Moved; Board Member DeVasto seconded; and it was voted to recommend the petitioned article in support of endurance of a ceasefire in Gaza.**

**Roll Call Vote: 4-0-1 (Carboni recused)**

The board moved on to the next petitioned article which was Medicare for all.

**Board Member Curley Moved; Board Member Sayre Seconded; and it was voted to recommend the petitioned article for Medicare for all in the State of Massachusetts Law.**

**Roll Call Vote: 5-0**

The petitioned pesticide article was next for the board. DeVasto had some questions.

**Board Member Curley Moved; Board member Wolf Seconded; and it was voted to insert the home rule petition for pesticide reduction into the annual town warrant.**

**Roll Call Vote: 5-0**

**Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to Not recommend the home rule petition article for pesticide reduction.**

**Roll Call Vote: 2-2-1 (DeVasto Abstained)**



**Board Member Curley Moved; Chair Carboni Seconded; and it was voted to insert and recommend a home rule petition authorizing the town of Wellfleet to establish a real estate transfer fee.**

**Roll Call Vote: 5-0**

V. ***Business***

A. Update on Bound Brook

Guerino spoke to the board about Bound Brook stating that he met and drove to the sight the previous day with the DPW director, the Herring River Restoration Project. It was explained that they were going to raise the land up about 12-feet, so the road can be passable. He gave details of the discussion and will continue to keep this item on upcoming agendas. The board discussed the increased height of the road. Bacon spoke about this project. Stating that there are volunteers at the sight removing debris and the projects that are happening at that site. The Board discussed this issue for a while.

B. Vote to release Executive Session Minutes of January 2 & January 16, 2024.

**Chair Carboni took this out of order as they were waiting for Guerino to come to the meeting.**

Curley stated he didn't receive the minutes and then stated they would typically need to be voted in executive session, Chair Carboni stated that town counsel relayed to her these could be voted on in open session.

**Board Member Wolf Moved; Board Member Sayre Seconded; and it was voted to release the executive session meeting minutes of January 2<sup>nd</sup> and January 16<sup>th</sup>, 2024.**

DeVasto spoke to the minutes and stated he hasn't had a chance to read them. It was agreed that the minutes would be voted on, on Tuesday.

Sayre came back to the room stating that he would like to reconsider his vote for the last warrant article.

C. Approval of the board for John Wolf to reach out to the town's congressional delegates, regarding dredging.

Wolf explained that he would like to continue his work with the lobbyist to get a dredge permit with the Army Corps of Engineers rather than a mitigation plan. He explained his intentions while working with the lobbyist. The board discussed this.

**Board Member DeVasto Moved; Board Member Curley Seconded; and it was voted to designate John Wolf to engage with the congressional delegation to request that they intervene on behalf of the town of Wellfleet with the Army Corps of Engineers given the data presented by Wolf regarding the dredging permit for the mooring basin for the town of Wellfleet.**

**Roll Call Vote: 5-0**

VI. ***Topics for Future Discussion***

- Budgets will be continued
- Bound Brook will remain on the upcoming agendas.
- The Shellfish Advisory Board was looking for guidance on grants.
- Separate item to discuss funding for the affordable housing trust.

***DRAFT*** \*\*\*A full recording of this meeting can be found on the town's website\*\*\*

**VII. *Adjournment***

**Board Member DeVasto Moved; Board Member Sayre Seconded; and it was voted to adjourn the meeting.**

**Roll Call Vote: 5-0**

**Meeting Adjourned: 9:30pm**

***\*\*\*Public Documents\*\*\****

***Capital Budgets***

***Operating Budgets***

***Draft Town Meeting Warrant***



## SELECTBOARD

AGENDA ACTION REQUEST

Meeting Date: April 2, 2024

XIV

### ADJOURNEMENT

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