



Wellfleet Selectboard

Note: Start Time of 6pm

The Wellfleet Selectboard will hold a public meeting on **Tuesday, November 23, 2021, at 6:00 p.m.** **This meeting will be held via Zoom Video Conference** in accordance with the temporary suspension and enhancement of the Open Meeting Law requirements by Governor Baker. Instructions for a Zoom video conference meeting which also allows phone dial-in are given below:

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

I. *Announcements, Open Session and Public Comments*

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

II. *Consent Agenda*

- A. To accept the appointment of Building Inspector James Badera~ Interim Town Administrator Charles Sumner
- B. Appointment of Victoria Solomon ~ Wellfleet Cultural Council
- C. Appointment of Timothy Curley-Egan ~ Wellfleet Historical Commission
- D. Appointment of Elizabeth McDonald ~ Wellfleet Open Space Committee

III. *Covid-19 Updates*

IV. *Public Hearings*

- A. Extend liquor License ~ Wellfleet Wine & Spirits ~ Manishaben Marfatia
- B. Extend liquor License to January 15, 2022, ~ New Fleet Corporation
- C. 2022 Seasonal Population Increase ~ ABCC

V. *Appointments*

- A. New Hire for the Police Department ~ Chief Hurley
- B. Appointment of John Tansey ~ Wellfleet Shellfish Advisory Board

VI. *Use of Town Property*

- A. Mac's at the Pier
- B. Wellfleet Chamber of Commerce ~ Lara Henry~ Wellfleet Tree Lighting

VII. *Finance Workplan*

- A. Charlie Sumner will update the board on the continuing financial workplan and the 2022 tax

VIII. *Business*

- A. Introduce Richard White, Consultant for the TA Search Process ~ Mr. White will give a presentation to the board explaining his process and timeline.
- B. Approval of TA Search Consultant Contract
- C. 95 Lawrence Rd
- D. Letter to the County regarding use of ARAP funds

IX. *Selectboard Reports*

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

XI. *Topics for Future Discussion*

XII. *Correspondence and Vacancy Reports*

XIII. *Minutes*

- A. October 26, 2021
- B. October 28, 2021
- C. November 2, 2021
- D. November 9, 2021

XIV. *Adjournment*



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

I

**ANNOUNCEMENTS, OPEN SESSION & PUBLIC
COMMENTS**

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



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

II

CONSENT AGENDA

REQUESTED BY:	The Selectboard
DESIRED ACTION:	The approval without objection is required for the following items:
PROPOSED MOTION: SUMMARY:	<p>A. To accept the appointment of the building inspector ~ James Badera ~ TA</p> <p>B. To Appoint of Victoria Solomon to the Wellfleet Cultural Council for a term ending 06/30/2024 to be sworn in by the Town Clerk before acting as a member of the committee and shall comply with the Town Charter, all State and local requirements.</p> <p>C. To Appoint Timothy Curley Egan to the Wellfleet Historical Commission for a term ending 06/30/2024 to be sworn in by the Town Clerk before acting as a member of the committee and shall comply with the Town Charter, all State and local requirements.</p> <p>D. To Appoint Elizabeth McDonald to the Open Space Committee for a term ending 06/30/2024 to be sworn in by the Town Clerk before acting as a member of the committee and shall comply with the Town Charter, all State and local requirements.</p>
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

JAMES A. BADERA JR., P.E.

EMPLOYMENT HISTORY

BADERA ENGINEERING, L.L.C., Orleans, MA January 2008 - present

Professional Engineer

- Prepare construction documents for high end custom homes in coastal locations. This includes lateral load, gravity load, and foundation design.
- Coordinate with clients and contractors continuously on design-build construction projects to ensure projects meet schedule, budget, and owner's expectations.

TOWN OF CHATHAM, Chatham, MA December 2013 – December 2014

Local Building Inspector

- Provided administrative, supervisory, and technical work connected with the enforcement of 780 CMR, Massachusetts State Building Code.
- Perform plan review of construction documents submitted for the issuance of a building permit. Conducted field inspections of completed work.
- Assist Building Commissioner with periodic inspections of existing buildings in accordance with 780 CMR Section 110. Coordinate with Board of Health and Fire Department with respect to on-site inspections.

O'NEILL ENGINEERING, INC., Phoenix, AZ, July 2004 - January 2008

Professional Engineer/Land Surveyor-In-Training

- Manage commercial civil engineering projects from preliminary design to final construction. Projects include but are not limited to a railroad spur track to service an industrial facility, a roof tile manufacturing plant, and several 250,000 s.f.+/- concrete tilt panel storage and distribution buildings.
- Perform initial research, calculations, fieldwork, and CAD drafting for topographic, boundary, A.L.T.A., final plat, and as-built surveys for commercial land development projects.
- Manage daily activities of survey personnel. Provide training on Land Development Desktop software, GPS equipment, and total station survey instruments.

JORDAN ENGINEERING GROUP, L.L.C., Phoenix, AZ, April 2002 - July 2004

Professional Engineer

- Provide final review of residential wood-framed structural designs including truss components, gravity analysis, lateral analysis, and foundation design.
- Sign and seal final construction documents and calculations for submittal to client and local jurisdictions for approval.
- Assist in the training of junior engineering staff.

EAST CAPE ENGINEERING, INC., Orleans, MA, May 1997 - April 2002

Civil/Environmental Engineer

- Complete all fieldwork and or calculations for civil site, residential structural, and environmental projects.
- Prepare project documents and drawings from initial concept to final construction phases. Provide field supervision and documentation to ensure projects are constructed in accordance with contract specifications and project design drawings.
- Work under the direction of a Professional Land Surveyor as an instrument and rod person on boundary and topographic surveys, construction layout, as-builts, and level runs.

CHEMUNG CONTRACTING CORPORATION, Elmira, NY, May 1996 - May 1997

Junior Field Engineer

Dulles International Airport, Herndon, VA

- Documented daily field construction activities including completed quantities and labor distribution.
- Worked in close conjunction with an electrical superintendent to insure the correct installation of the airfield lighting system.

NYSDOT Project D256966, Herkimer, NY

- Supervised the installation of a movable dam and a steel girder bridge over the Mohawk River and Erie Canal.

PROFESSIONAL REGISTRATIONS

Massachusetts Registered Professional Engineer - License No. 41715

Massachusetts Certified Local Building Inspector BO-1929

Arizona Registered Professional Engineer - License No. 38837

Arizona Registered Land Surveyor - License No. 48023

California Registered Professional Engineer - License No. 73112

Nevada Registered Professional Engineer - License No. 16573

New York Registered Professional Engineer – License No. 092913-1

TECHNICAL EXPERIENCE

Land development of residential and commercial sites including site and sewage plans, conceptual plans, grading and drainage, and utilities. Preparation of initial topographic surveys, parcel and easement legal descriptions, map of dedications, right-of-way abandonments, and final plats. Design of residential structures using ASD ANSI/AWC NDS-2015, ASCE 7-10, and AISC/ASD 14TH Edition. Design of detention basins as related to municipal landfill closure projects using SCS TR-55. Surveying knowledge required to perform topographic, boundary, and A.L.T.A. surveys as well as construction staking using a TOPCON GTS 303 Total Station and LEICA SR530 GPS survey instruments.

COMPUTER EXPERIENCE

AutoCAD 2020, AutoCad CIVIL 3D 2012, AutoCad LAND DEVELOPMENT DESKTOP 2003, LEICA SKI-Pro, MULTIFRAME 3D, WORD, EXCEL, WINDOWS.

PROFESSIONAL SOCIETIES

ASCE (American Society of Civil Engineers)

Chi Epsilon National Civil Engineering Honor Society (Treasurer Chapter 40, 1996)

EDUCATION

CLARKSON UNIVERSITY Potsdam, NY

Bachelor of Science May 1996, Civil and Environmental Engineering **3.1/4.0**.



OCT 15 '21
OCT 15 2021

**TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP**

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

FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Victoria Solomon Date October 5, 2021

Mailing Address: _____

Phone (Home) _____ (cell) _____

E-mail Victoria.Solomon@gmail.com

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: I have worked for many community, educational and cultural organizations. The most important ones are:

- Cambridge School Volunteers (organized volunteers for classrooms and literacy projects);
- Cambridge Performance Project (taught dance ages 5-12, served as co-director of the Board);
- Back Porch Dance Co.;

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

I have a Masters Degree in Library Science from Simmons University. I have been involved in educational pursuits since the late 1970's, when I worked with a magnet program in Cambridge Public School. I taught dance to children, taught dance to adults, and was

- Committees/Boards of Interest: 1) Cultural Council
- 2) _____
- 3) _____

1st question continued:

- co-director of this intergenerational, multi-racial dance company. Choreographed for performances (among them we often went into ~~various~~ senior centers and assisted living residences to do workshops and performances) -
- Cambridge Public Library - 1998-2010 Children's and Teen Librarian
- Shady Hill School - 2010-2019 - School Librarian

2nd question continued:

→ a school library teacher for the last 9 years. As a public librarian I ran multiple programs for children and teens, such as Poetry slams, Teen Advisory Board, Black History Month programs. I did outreach into the community and the schools.



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FILL OUT THE FORM BELOW and mail or bring it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name TIMOTHY CURLEY EGAN Date 11/11/21

Mailing Address _____

Phone (Home) _____ (cell) _____

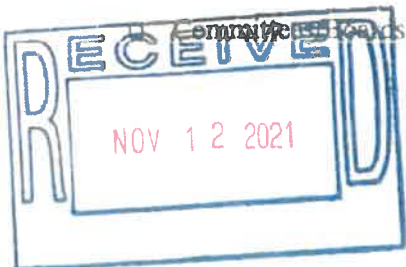
E-mail _____

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

CURRENTLY COMPLETING BACHELOR'S DEGREE IN HISTORY OF ARCHITECTURE.
LOCAL READER AT WILLIAM RAVES. WORKED W/HISTORIC RESTORATION
ARCHITECT IN PROVINCETOWN (COLLEGE INTERNSHIP)

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

CURRENTLY DOING SMALL DESIGN PROJECTS FOR LOCAL CONTRACTOR.
PROFICIENT IN COMPUTER + HAND DRAWING, 3D DESIGN,
ADOBE SUITE, MICROSOFT OFFICE. LICENSED READER.
80+ CREDIT HOURS IN ARCHITECTURE + HISTORY OF ARCHITECTURE
AT SYRACUSE UNIVERSITY.



Committee/Board of Interest: 1) WELLFLEET HISTORIC COMMISSION.
2) _____
3) _____



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APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP**

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FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Elizabeth (Liz) McDonald Date 11/16/21

Mailing Address 300 Main Street, Wellfleet, MA 02667

Phone (Home) 508-338-2315 (cell) same

E-mail liz@macdonald.com

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: I've been asked to rejoin the OSC. I served from 2014-2018 so I feel that experience would still be directly beneficial to the OSC & Town.

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

I'm a lifelong Cape Codder who understands the unique character of the region. As a home owner, fulltime worker & a taxpayer, I would like to give back to the Town & help. I have a BA & an MA, and am a professional bookkeeper.

Committees/Boards of Interest: 1) Open Space Committee
2) _____
3) _____



SELECTBOARD

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III

COVID-19 UPDATES

REQUESTED BY:	Chair Ryan Curley/Health Agent Hillary Greenberg-Lemos
DESIRED ACTION:	To discuss and give most recent updates on the pandemic
PROPOSED MOTION:	To be determined
SUMMARY:	
Project	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**TOWN OF WELFLEET
PUBLIC NOTICE**

In accordance with M.G.L. Chapter 138, notice is hereby given that the Wellfleet Board of Selectmen will hold a virtual public hearing on Tuesday November 23, 2021 at 7:00 p.m. to consider the request from Wellfleet Wine & Spirits, Manishaben Marfatia, Manager and from New Fleet Corporation, Jeffrey Baker, Manager to extend the seasonal liquor licenses to January 15, 2022.

WELFLEET BOARD OF SELECTMEN



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

IV

PUBLIC HEARINGS

~ A ~

REQUESTED BY:	Wellfleet Wine and Spirits ~ Manishaben Marfatia
DESIRED ACTION:	To approve the extension of the liquor license for Wellfleet Wine and Spirits to January 15, 2022.
PROPOSED MOTION:	I move to approve the extension of Wellfleet Wine and Spirits liquor license to January 15, 2022.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Jeanne Maclauchlan

From: Nilesch Marfatia <npmarfatia@yahoo.com>
Sent: Tuesday, November 2, 2021 2:27 PM
To: Jeanne Maclauchlan
Subject: Business License Extension for Ekdanta Package Corporation d/b/a Wellfleet Wine & Spirits

Dear Ms. Maclaughlan,

Please accept this e-mail as my request to extend the license for the above business from November 30, 2021 to January 15, 2022.

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

Thank you very much.

Nilesch P. Marfatia

President and Treasurer

Ekdanta Package Corporation

4 Symphony Lane

East Sandwich, MA 02536

Tel. (630) 452-8207

Thank you

Nilesch Marfatia





SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

IV

PUBLIC HEARINGS

~ B ~

REQUESTED BY:	New Fleet Corporation
DESIRED ACTION:	To approve the extension of the liquor license for New Fleet Corporation until January 15, 2021
PROPOSED MOTION:	I move to approve the extension of New Fleet Corporation's liquor license to January 15, 2022.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Jeanne Maclauchlan

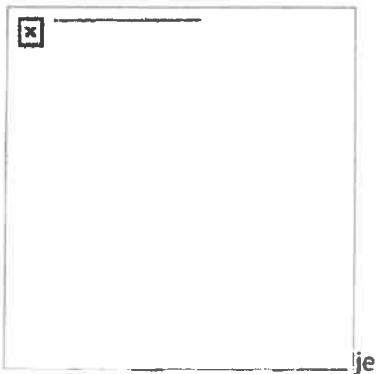
From: Trailside Dining <trail-sidedining@gmail.com>
Sent: Wednesday, November 3, 2021 1:49 PM
To: Jeanne Maclauchlan; Steve DiGiovanni
Subject: Lic Ext Request Updated

Dear Jeanne,

New Fleet Corp would like to extend our liq license at 842 US 6, Wellfleet, MA through 1/15/22.

Thank you for your consideration.

Cheers,
Jeff Baker
G.M.
TrailsideDining.com
508~224~2222
842 US 6
Wellfleet MA, 02667



To: Chief Michael Hurley, Chief Rich Pauley, and Hillary Greenberg

From: Lieutenant Kevin M. LaRocco

Date: November 9, 2021

Subject: Trail Side

Good morning,

On Saturday November 6, 2021, at approximately 1457 hours, the Wellfleet Police Department received several phone calls including a 9-1-1 call reporting traffic congestion, parking issues and pedestrians crossing Route 6 in the area of 842 Route 6 in South Wellfleet. Attached you will find Officer Valli's pictures of this incident.

Wellfleet Police had two officers working Eve shift on November 6th. This incident caused both of our officers to stay on location over three hours due to the safety issue of pedestrians crossing Route 6 and the vehicles being parked along Route 6 and several other town roads.

This establishment was holding an event "OysterJam". A detail request was made by the owner Stephen DiGiovanni for a detail officer, but we were unable to fill it. I did make the decision not to force someone on overtime, after consulting with the Officer that worked the previous event two weeks prior. Unfortunately, I was unaware that this event would turn out to be quite larger than expected.

Today, I spoke to Mr. DiGiovanni where he advised me that he will be seeking permission from the Town to hold a third event December 11th, he is looking to expand this event into the parking lot. He advised that he has spoken to the Wellfleet Cinemas to reserve parking up to 150 cars and that he would rent the funk bus to transport people to 842 Route 6. Mr. DiGiovanni currently has permission to park cars in Bob's Sub and Cone, Matt Frazier's Lot, and Grace Chapel. I am unaware of the capacity at an outdoor event like this, but I would estimate approximately 500 people this past Saturday.

In addition, I have major concerns with people crossing a state highway from Grace Chapel. If this event is allowed, I believe a police presence is warranted. I just wanted to pass this along, so we are in communication with what had transpired and what Mr. DiGiovanni is looking to do December 11th.

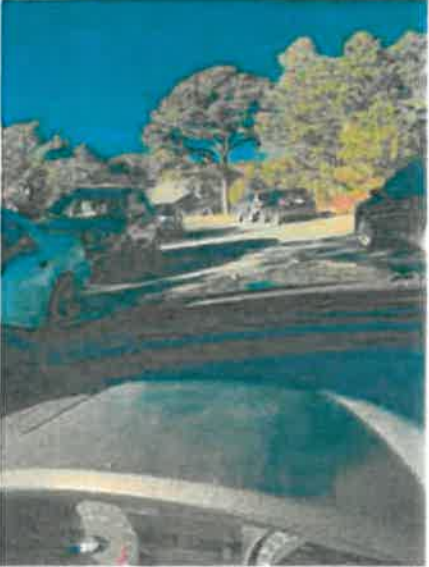
Respectfully submitted,

Lieutenant Kevin M. LaRocco

Wellfleet Police Department
Images Associated with 21-292-OF



**Wellfleet Police Department
Images Associated with 21-292-OF**





SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

IV

PUBLIC HEARINGS

~ C ~

REQUESTED BY:	ABCC
DESIRED ACTION:	To approve the 2022 Seasonal population Increase
PROPOSED MOTION:	I move to approve the 2022 Seasonal Population Increase Estimation provided by the Commonwealth of Massachusetts Alcoholic Beverages Control Commission
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL
COMMISSION

95 Fourth Street, Suite 3, Chelsea, MA 02150

2022 Seasonal Population Increase Estimation Form

City / Town:

Date:

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Date of Meeting

, estimated that the temporary increased resident population

of

City / Town Name

, as of July 10, 2022 will be

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities

This certificate must be signed by a majority of the members of the local licensing authority.

Bookstore and Restaurant

Chap and Wags (The Wagner at Duck Creek)

Seaside Liquors

Wellfleet Marketplace

Wellfleet Spirits Shoppe

The Wicked Oyster

Wellfleet Harbor Actors Theater

PB Boulangerie Bistro

Wellfleet Preservation Hall

JBs Pizza Bar and Grill

Blackfish Variety

C Shore

The Fox and Crow

The Block and Tackle

Wellfleet Mobil



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

V

APPOINTMENTS

~ A ~

REQUESTED BY:	Police Chief Mike Hurley
DESIRED ACTION:	To appoint a new Wellfleet Police Officer
PROPOSED MOTION: SUMMARY:	I move to approve the appointment of full-time police officer Eric F. Daley subject to a successful acceptance and subsequent completion of the Massachusetts Police Training Council Academy.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**Town of Wellfleet
Police Department**

November 16, 2021

To: Select Board
From: Chief Michael P. Hurley

Subject: FULL TIME POLICE OFFICER APPOINTMENT

I request Eric F. Daley be appointed as a Full Time Police Officer subject to the successful acceptance and subsequent completion of the Massachusetts Police Training Council Academy. Mr. Daley will be filling the position of an officer who resigned back in August. Currently, we are attempting to find a police academy for Mr. Daley to attend.

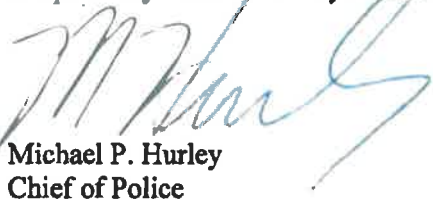
Eric F. Daley:

Physical	Passed
Physical Agility Test	In Progress
Police Academy Application	In Progress
Background Check	Passed
Psychological Evaluation	In Progress

I recommend that Mr. Daley be appointed as above and that a conditional offer of employment be extended as follows:

- Pass a background investigation
- Pass a psychological
- Pass a physical
- Pass the Physical Agility Test (PAT test)
- Obtain or be able to obtain a MA license to carry a firearms permit (Class A)
- Complete the Full Time Police Academy
- Satisfactorily complete the Field Training program

Respectfully submitted for your information and consideration.



Michael P. Hurley
Chief of Police

cc: Charles Sumner, Interim Town Administrator

Eric Daley



October 20, 2021

To the Applicant Review Board,

I am applying for the position of police officer because I believe I would be a beneficial component, not only for Wellfleet's police department, but the community as well.

Although I am not a licensed officer, I am confident that my experience and training from Massachusetts General Hospital's Police and Security Department makes me a desirable candidate for this position. From working as a security officer in Boston, my ability to interact and help people from all demographics imaginable has become one of my greatest strengths. I am also familiar with many aspects of everyday police work, including report writing, radio transmission, and surveillance/patrolling responsibilities.

My family has traveled to Cape Cod for my entire life and have been residents since 2012 making me familiar with the area. I desire this career position in the Wellfleet community specifically, because I can see this area being my home. Thank you for the consideration in this process and I truly hope to be a part of this department.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Daley".

Eric Daley

- f. List any special abilities, interests, sports or hobbies along with degrees of proficiency:
Management of Aggressive Behavior certificate. any sports involving a ball and
cape cod beaches.
- g. List any special equipment or computer systems with which you have experience.
Hazmat Level C training, PATH (Practical Handcuffing), OCAT (pepper spray) and
Milestone CCTV systems.

III EMPLOYMENT HISTORY

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
07/16/2018	N/A	Massachusetts General Hospital, 55 Fruit St, Boston, MA 02114 Security Officer			Special Police Officer Brian Deschenes
Reason for Leaving: N/A					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
06/01/2014	06/01/2018	Office for People with Developmental Disabilities: Camp Wilton			Emily Brunelle Director
08/15/2014	08/15/2018				
Reason for Leaving: Worked there summers for four years and was hired by Massachusetts General Hospital					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
01/2011	06/2014	Allstate Insurance Maintenance			Robert Daley
Reason for Leaving: Hired by Office for People with Disabilities					

- b. Have you ever been disciplined or forced to resign because of misconduct or unsatisfactory employment? Yes [] No [XX] If yes, give details:

- c. Are you eligible for rehire with each of your former employers? Yes [XX] No [] If no, please explain: _____



SELECTBOARD

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Meeting Date: November 23, 2021

V

APPOINTMENTS

~ B ~

REQUESTED BY:	Principal Clerk
DESIRED ACTION:	To approve the appointment of John Tansey to the Shellfish Advisory Board
PROPOSED MOTION:	I move to appoint John Tansey to the Shellfish Advisory Board, for a term ending 06/30/2024 to be sworn in by the Town Clerk before acting as a member of the committee and shall comply with the Town Charter, all State and local requirements.
SUMMARY:	
Project	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	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 it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name John Tansey Date NOV 17, 2021

Mailing Address 307 Hill

Wellfleet, MA

Phone (Home) _____ (cell) _____

E-mail jt@tansey.com

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Member of the Finance Committee for 10

years in Lenox, MA.

SAT in on dozens of meetings for "New England Fishery Management Council" over the years. Avid environmentalist

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

President of staffing agency & know how to "STAFF & Retain" people for projects - 30 years exp

Committees/Boards of Interest: 1) S.A.B.

2) _____

3) _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

VI

USE OF TOWN PROPERTY

~ A ~

REQUESTED BY:	Charlie Sumner, Interim Town Administrator
DESIRED ACTION:	To discuss and approve the agreement presented by Charlie Sumner
PROPOSED MOTION:	I move to approve the agreement with Mac's at The Pier ass presented
Summary:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (this "License") is entered into as of this 23rd day of November, 2021, 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 term 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

Ryan Curley, Chair

Michael DeVasto, Vice Chair

Janet Reinhart, Member

Helen Miranda Wilson, Member

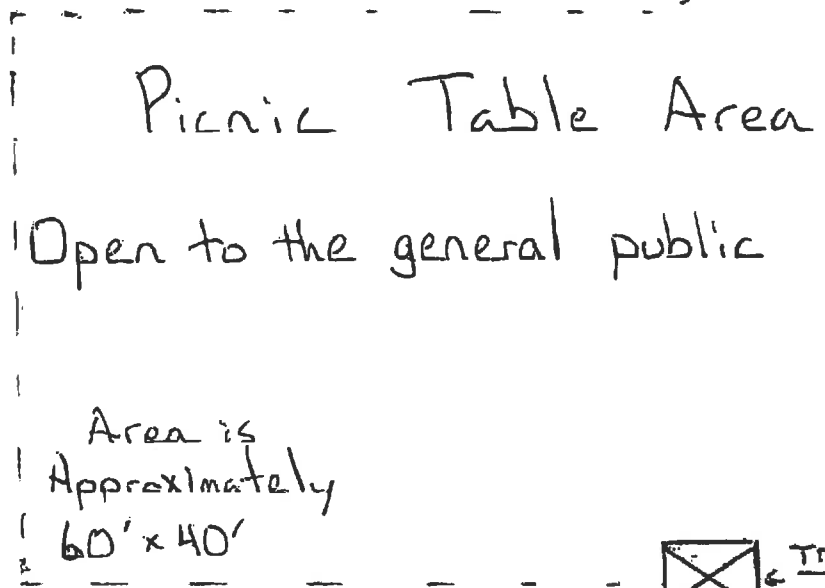
John A. Wolf, Member

LICENSEE:

MacGregor B. Hay

EXHIBIT A

Sketch Plan of License Area



Open to the general public

Area is
Approximately
60' x 40'

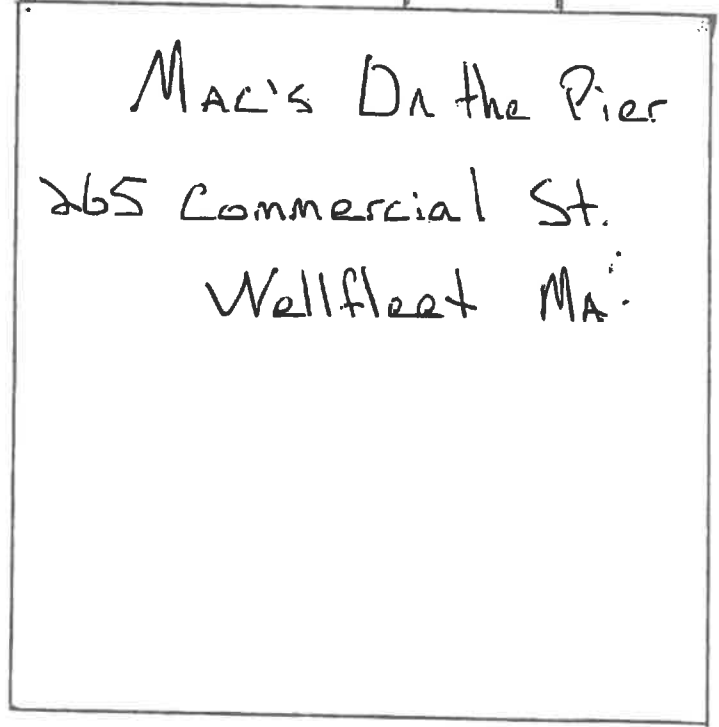
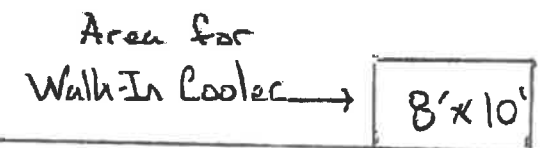
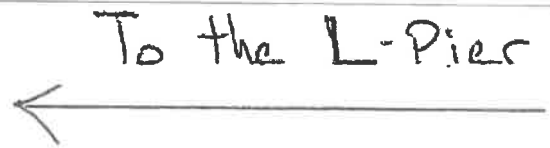
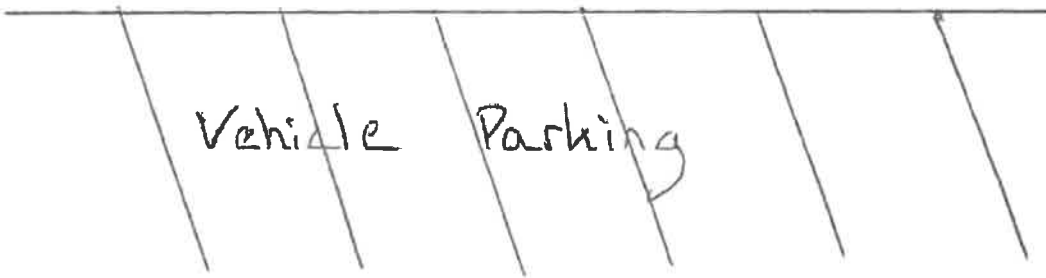
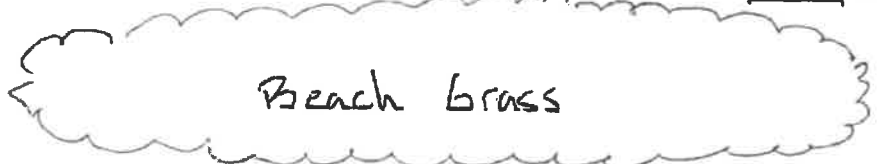


Exhibit A



10/1/21

Approx Scale
1" = 12.5'

Key: 2127

Town of WELLFLEET - Fiscal Year 2022 Preliminary

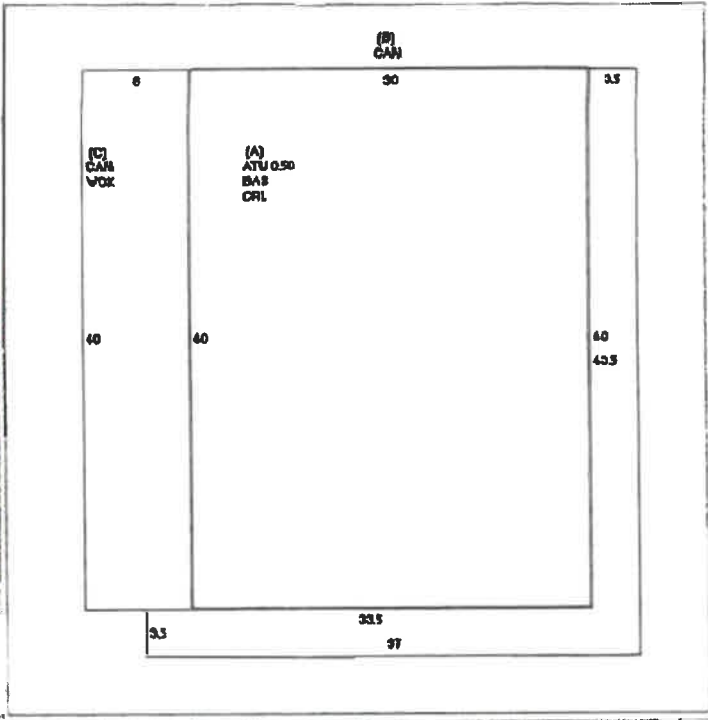
8/16/2021 3:33 pm SEQ # 1

CURRENT OWNER		PARCEL ID	LOCATION		CLASS	CLASS%	DESCRIPTION		BN ID	BN	CARD			
HAY MACGREGOR B & HAY ALEXANDER B PO BOX 1768 WELLFLEET, MA 02667		21-113-0	265 COMMERCIAL ST		3280	100	RESTAURANTS			1	1 of 1			
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)	PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%
HAY MACGREGOR B & LARSEN CAROL E		12/07/2001	U	300,000	14545-51	17-101	03/31/2017	5	RENOVATION	15,500	08/16/2018	MR	100	100
		04/15/1992	N	7972-55		18-X097	03/03/2016	3	MAINTENANCE	6,000	08/15/2017	RJM	100	100
						15030	01/13/2015	3	MAINTENANCE	15,000	05/03/2018	RJM	100	100
						08-276	11/17/2008	3	MAINTENANCE	5,000	08/02/2009	RJM	100	100
						06-340	12/07/2006	5	RENOVATION	5,000	06/02/2009	RJM	100	100

CD	T	AC/SF/JN	Nbhd	INFL1	INFL2	ADJ BASE	SAF	Scenic	Lpi	VC	CREDIT AMT	ADJ VALUE	
103	S	2,613 C	1.00	L20	2,00	1,00	1,404,000	5.40	100	1.00	C1	2.25	454,890

TOTAL	2,613 SF	ZONING CD	FRNT	0	ASSESSED	CURRENT	PREVIOUS
Nbhd	COMMERCIAL	N ASSOC PAR1=123-2235// PARADDN2=//			LAND	454,800	454,800
INFL1	LOC 200	O MEMO=HARBORFREEZE RESTAURANT93.THE			BUILDING	103,200	103,200
INFL2	NO ADJUST	T HARBOR GRILL			DETACHED	0	0
		E TLS = WATER VIEWS AND LOCATION			OTHER	0	0
					TOTAL	658,100	658,100

TY	QUAL	COND	DIMNOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO	08/16/2018
----	------	------	---------	----	-------	-----------	-------	-------	------------

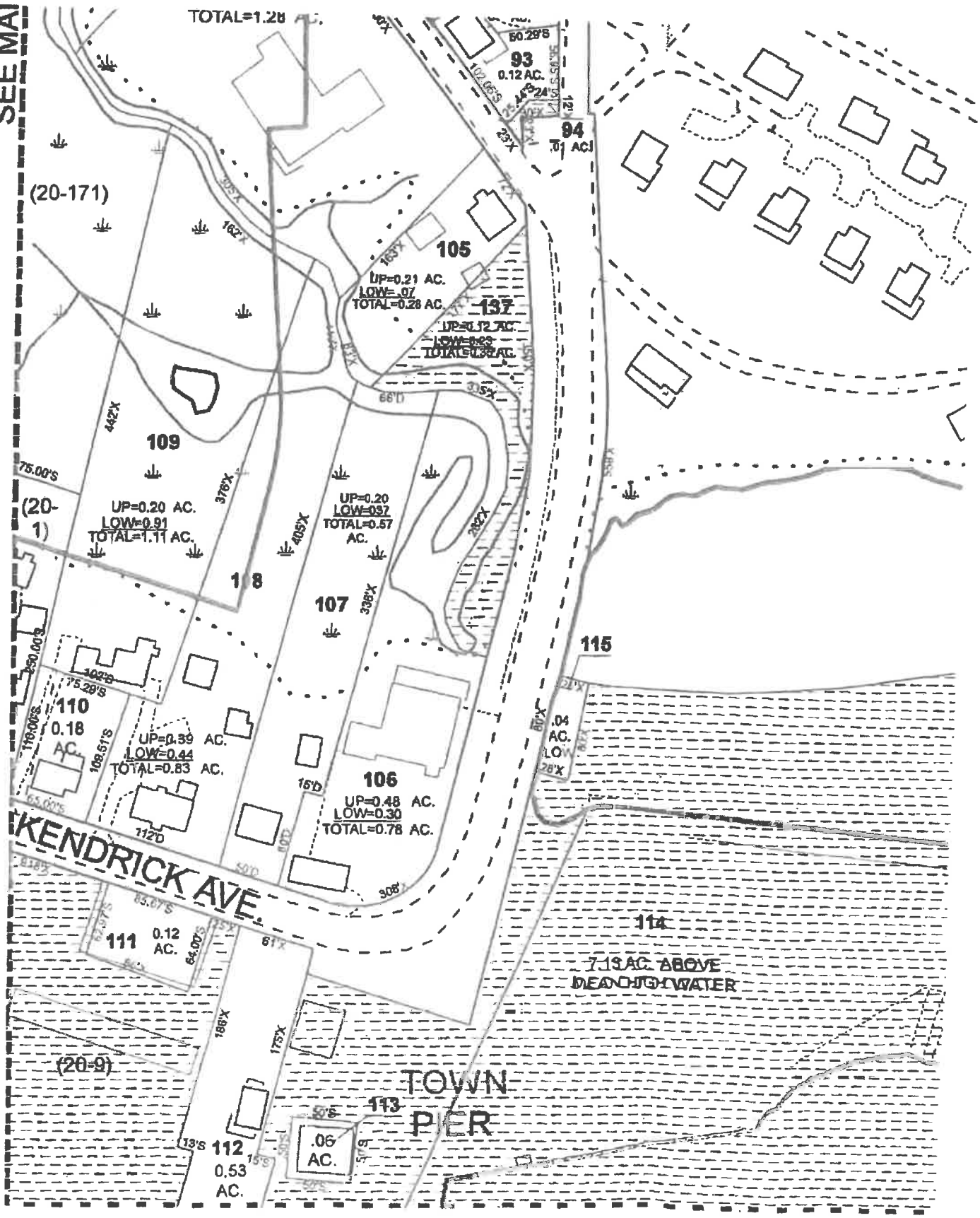


BUILDING	CD	ADJ	DESC	MEASURE	6/2/2009	RJM	BLDG COMMENTS
MODEL	5		CIM				
STYLE	39	2.15	RESTAURANT (100%)	LIST	6/2/2009	RJM	
QUALITY	A	1.00	AVERAGE (100%)	REVIEW	8/17/2018	MR	
FRAME	1	0.99	WOOD FRAME (100%)				

YEAR BLT	1987	SIZE ADJ	1.165	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	187,658
NET AREA	1,200	DETAIL ADJ	1.828	FOUNDATION	3	CONTIN WALL	1.00	A	CRL	N	CRAWL SPACE	1,200		8.80	10,560	CONDITION ELEM	CD
\$NLA(RCN)	\$156	OVERALL	1.000	EXTERIOR WALL	1	WOOD SHINGLES	1.00	A	BAS	L	BASE AREA	1,200	1987	115.30	138,359		
CAPACITY		UNITS	1.5	ROOF STRUCTURE	1	GABLE	1.00	A	ATU	N	ATTIC UNFIN	600		20.42	12,253		
STORIES		ADJ	1.00	ROOF COVER	1	ASPH/COMP SHIN	1.00	+ CAN	N	CANOPY	590			23.19	13,881		
% HEATED	0		1.00	FLOORING	4	ASPH TILE	0.88	C	WDK	N	WOOD DECK	320		30.83	9,803		
% A/C	0		1.00	INT FINISH	2	DRYWALL	1.02		WDK	N	WOOD DECK	98		30.83	3,002		
% SPRINKLERS	0		1.00	H.V.A.C.	13	NONE	0.90										
				FUEL SOURCE	8	NONE	1.00										

EFF. YR	1992 / 27
COND	45 45 %
FUNC	0
ECON	0
DEPR	45 % GD 55
RCNLD	\$103,200

SEE MAP



FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL
 PURPOSES OR CONVEYANCE.
 THE DATUM IS THE MASSACHUSETTS STATE PLANE
 SYSTEM, NAD 83.

REVISED & REPRINTED
CAI Technologies









SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

VI

USE OF TOWN PROPERTY ~ B ~

REQUESTED BY:	Wellfleet Chamber of Commerce ~ Lara Henry
DESIRED ACTION:	To approve the use of the lawn in front of town hall
PROPOSED MOTION: Summary:	I move to the use of the lawn at town hall for the annual Tree Lighting and Sing Along on December 11, 2021, for a fee of \$110 and shall comply with any conditions set by the Department Heads
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea ____ Nay ____ Abstain ____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

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

Applicant: **Lara Henry** Affiliation or Group: **Wellfleet Chamber of Commerce**

Telephone Number: **508-349-2510** Mailing Address: **PO Box 571, Wellfleet MA 02667**

Email address: **info@wellfleetchamber.com**

Town Property to be used (include specific area): **Lawn area in front of Town Hall**

Date(s) and hours of use: **Saturday, December 11, 2021 – 3:30-5:30pm**

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

This gathering is the Chamber’s annual Tree Lighting and Sing Along! We expect about 50-60 attendees at the short tree lighting ceremony, followed by a holiday themed sing along. Equipment used will include a PA system for the musicians, various instruments, spotlight, 10x10 pop-up tent (in case of inclement weather).

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

Use of outside electrical outlet to run an extension cord for musicians to plug in their equipment and spotlight, and permission to “light” (plug in) the trees in front of Town Hall.

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

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: _____

Processing Fee: \$50.00

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed:
--	---

no issues per Building Inspector 11/18/21

Police Department: Comments/Conditions:	Fire Department: Comments/Conditions:
---	---

no issues per chief Herley 11/18

DPW: Comments/Conditions:	Community Services Director: Comments/Conditions:
---	---

no issues per Jay Norton 11/19

Harbormaster: Comments/Conditions:	Shellfish: Comments/Conditions:
--	---

Recreation: Comments/Conditions:	Town Administrator: Comments/Conditions:
--	--

no issues



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

VII

FINANCIAL WORKPLAN

REQUESTED BY:	Charlie Sumner
DESIRED ACTION:	To update the board on the continuing financial workplan and the FY 2022 tax rate
PROPOSED MOTION: Summary:	No action is needed for the item
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

VIII

BUSINESS

~ A ~

REQUESTED BY:	Town Administrator Charlie Sumner
DESIRED ACTION:	To introduce Richard White, Consultant for the TA Search process.
PROPOSED MOTION:	To be determined
SUMMARY:	Mr. White will give a presentation to the board explaining his process and timeline
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Town of Wellfleet

**Executive Search firm to assist
with Town Administrator Recruitment**

GROUX-WHITE

CONSULTING, LLC.

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• Resumes	19-20
• Recruitment Approach	4-9
• Insurance	11
• List of Clients	12

October 28, 2021

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

We are pleased to submit a proposal to assist the Wellfleet Selectboard and its Screening Committee in the recruitment of a Town Administrator.

Enclosed is our "Approach to Recruitment" describing in detail how Groux-White Consulting conducts recruitments. We are also enclosing a partial list of towns where we have conducted similar recruitments.

The Richard J. White of Lexington, MA, firm Principal will be assigned to this recruitment. Rick White is Principal partner in the firm and may engage firm associate Fredrick Ryan, former Police Chief in Arlington, MA of Ryan Associates for reference and background investigations. Resumes of both partners of the firm are enclosed. However, Thomas J Groux will not be available to participate in this recruitment. The Groux-White team has extensive experience in municipal administration. Groux-White Consulting was established in 1999 and has conducted numerous, successful Town Manager/Administrator recruitments.

The enclosed "draft" timetable assumes an 18-week recruitment and selection process. This schedule would be adjusted after review with the Selectboard.

An important part of our proposal is an assurance to repeat the recruitment, at no fee to the town, in the event that an individual, who has been recommended by Groux-White Consulting and appointed by the Selectboard, fails for whatever reason, to remain in the position for eighteen (18) months. We take great pride in the quality of our work, finding the right candidate for our client and insuring a great match. We have never had to repeat a recruitment and all recommended candidates have served substantial employment terms.

Our recruitment process is unique in that we spend a considerable amount of time with our client and others identified defining the necessary skills, experience, temperament and style needed for the candidate to be successful. Both Tom and Rick have had success managing communities on Cape Cod and have great appreciation for the Cape Cod

governance culture and the special skills and attributes a candidate needs to possess in order to be successful. Effective recruitment is as much an art as it is a science.

Our contact list is substantial. However, more importantly, effective recruitment is about relationships, trust and shared experience. We have had extensive and successful careers as Town Managers, have held leadership positions in the profession statewide as officers of the Massachusetts Municipal Association, the Massachusetts Municipal Management Association, the American Society for Public Administration, and the International City/County Management Association and have developed, trained, and mentored hundreds of municipal management professionals currently employed in the field.

As former public managers, we have experienced the recruitment process personally as candidates and believe that our commitment to the appointing authority and the candidates is unique and more comprehensive than other firms.

Thank you for inviting us to submit this proposal.

Sincerely,

Richard J. White

APPROACH TO RECRUITMENT

TOWN ADMINISTRATOR

October 28, 2020

Explained below is a description of how Groux-White Consulting will approach the recruitment of the Town Administrator for the Town of Wellfleet, Massachusetts and a description of the services to be performed. Please note that this approach assumes the Wellfleet Selectboard will use a Screening Committee to assist the Board and that we would work closely with the Screening Committee as well as with the Board itself.

1. Consultation with the Wellfleet Selectboard and Screening Committee (Plan for Search):

It is most important to have a clear understanding from the Wellfleet Selectboard on the experience and personal attributes the Board believes the next Town Administrator should possess. We like to meet with Selectboard at the very beginning to obtain their collective and individual views on this matter. The consultants, with their extensive experience as Town Administrators and 15 plus years recruiting Managers and Administrators across Massachusetts, will be able to provide valuable advice to the Board in this regard. It is important to develop the plan for the search working with the Screening Committee.

It is also important to have the views of Department Heads and key Town officials. The next Town Administrator will be working daily with many of these individuals. Therefore, input from such sources is important. This input is usually obtained by the consultant meeting with Department Heads, staff and key Town officials. Most towns usually assist us to gather these views by having the Selectmen's Office staff coordinate such meetings.

2. Screening Committee

Groux-White Consulting has extensive experience working very successfully with citizen Screening Committees in such towns as Easton, Belmont, Shirley, Provincetown, Littleton, Charlton, Duxbury, Wellfleet, Yarmouth, Wellfleet, Lexington, Framingham, Westford, Hingham, Hamilton, and Foxborough to name a few.

Groux-White Consulting generally attends all meetings of the Screening Committee and has found that such committees are most important to a successful recruitment and selection of a chief administrative officer.

3. Job Description and Professional Qualifications

The Town Charter and Bylaws contain some of this information. However, many features and challenges of the job that simply are not spelled out in the Charter. The position, role and authority have historically been established by practice or direction of the Selectboard. It is important that we are able to get some direction from the Board as to The Town Administrator's expected role and authority prior to recruitment. The consultant will be sure to identify these functions with assistance and direction from the Board because it is important for the next Town Administrator have a clear understanding of the expectations of the Selectboard.

4. Salary Range and Benefits

The salary range and benefit package need to be addressed at the outset of the recruitment. The consultant will advise the Board on standard industry expectations in this regard. However, the Selectboard must decide what parameters it wants to establish. The specifics on a compensation and benefit package should be confidential since they will be a part of negotiations with the final candidate. But it is important for the Selectboard to advise the consultant as to what these parameters are so that the consultant is properly guided as they conduct the recruitment.

5. Recruiting Brochure and Outreach

An important part of a full recruitment effort should include a formal profile of the Town and the position, normally set forth in a recruiting brochure, as well as an outreach effort by the consultant to prospective candidates. Copies of brochures this consultant has used in other communities are enclosed.

As the samples show, the profile describes the Town and the Town government's organizational structure. The profile will also describe the responsibilities of the new Town Administrator (based on the Charter); it will describe the management style, experience, etc. desired by the Selectboard; and it will identify the current issues that the new Town Administrator will be expected to deal with during his or her initial year of service.

The profile serves several other purposes. We send the profile to prospective candidates to introduce and attract them to the position and acquaint them with the Town of Wellfleet. We also send it to any individuals who apply on their own. The profile helps community leaders clarify their understanding of the nature and scope of responsibilities

of the position they are planning to fill. The profile is also placed on the Town's official website. We have found that the profile is a valuable recruiting tool.

6. Advertisements and Pro-Active Solicitation of Candidates

Groux-White Consulting will prepare the necessary advertisements and recommend the most effective places to advertise. However, the most important role the consultant can perform is to conduct a targeted outreach effort to prospective, qualified candidates. It is unacceptable to simply advertise and wait for applications to be submitted.

Experience has shown that highly qualified and desired candidates do not always respond to advertisements. This is especially so in the public sector involving high profile positions such as Town Administrator. Concern about premature public disclosure of his or her name can often have adverse effects on a candidate's current position. Therefore, it is preferable for the consultant to initiate contact with quality candidates who might not otherwise apply due to confidentiality concerns. This approach, when made by the consultant, does not commit the Town of Wellfleet to any particular applicant, but it can result in a larger and more qualified pool of candidates.

The consultants, with their extensive experience as Town Managers in Massachusetts and other northeastern states, as well as his 15 years recruiting Town Managers will be able to draw on a wide network of contacts during the recruitment phase.

Review of Applications

7. Confidentiality of Applicants and Resumes

It is important to maintain confidentiality of each inquiry and application. Applications and resumes should be sent directly to Groux-White Consulting who will maintain confidentiality. Any resumes sent to the Wellfleet Selectboard or the Screening Committee should be forwarded to the consultant. All resumes need to be acknowledged by the consultant.

All resumes will be made available by the consultant to both the Screening Committee and the Selectboard as required by law.

8. Initial Review of Resumes

The consultant will review all submitted applications and resumes to determine which ones meet the Town's criteria as required by the Charter and as further required by the Selectboard for the Town of Wellfleet. This initial review is simply to screen "out" those applicants whose resume indicates they do not meet the Town's qualifications.

9. Second Review

After screening out not-qualified applicants, the consultant will then prepare a confidential assessment of all remaining applications. This assessment will summarize each applicant's relative experience, education, etc. and will be reviewed with the Screening Committee on a confidential basis. The consultant will also advise the Screening Committee which of these qualified applicants are more qualified than others. The consultant and Screening Committee will then review these applications and resumes in executive sessions. During this stage the Committee, with assistance from the consultant, will make the choice of which applicants to invite for executive session interviews. The consultant recommends a pool of approximately eight (8) candidates be personally interviewed by the Screening Committee.

10. Interviews by Screening Committee

The consultant will assist the Screening Committee with all aspects of the interview process. This includes notifying candidates, scheduling interviews, preparing the committee for the interviews (suggesting questions, methods of interviewing, methods for evaluating candidates, etc.).

The consultant recommends that the Screening Committee interview candidates only once. A second interview by the Screening Committee should be avoided because a second interview generally must be conducted in open session. Good candidates are likely to withdraw from consideration if they are asked to come to a public interview without being sure he or she will likely be a finalist for the position.

11. Referral of Finalist Candidates to

Selectmen should advise the consultant and Screening Committee of the number of finalists the Board wishes to interview. The consultant recommends this number be approximately five.

The candidates referred to the Selectboard should not be "ranked" by either the consultant or the Committee. Ranking of candidates, before they are interviewed in public for the first time, is counter-productive to a fair and open search process. Ranking prior to interviews by the Selectboard puts candidates at a disadvantage and can bias the Selectmen prior to conducting their own interviews.

In lieu of any ranking the consultant recommends that a concise description of each finalist candidate be prepared and attached to the finalists' resumes at the time those candidates are recommended to the Selectmen.

12. Checking References of Finalists

It is important that reference checking, by the consultant, not proceed without written authorization by the candidates and then only if he or she is to be a final candidate for the position. This is both to provide for confidentiality of the applicant, but also to protect the Screening Committee, Selectboard and the Town from charges that an applicant's privacy has been compromised.

The consultant will conduct reference checks for the Selectboard. All finalists are to provide a list of professional references to the consultant. Working from those lists Groux-White Consulting would expand reference checks further (to individuals not specified by the candidate) in order to obtain a more complete and objective assessment of the candidate.

13. Assist the Selectboard with Interviews

The consultant will assist the Selectboard with all phases of the interview process: preparation, scheduling, evaluations, etc. Generally, Selectboard's conduct two interviews. The Board may wish to eliminate one or more finalists from the initial pool after the first interviews. It is common for a Selectboard to narrow the finalist pool following the first set of interviews by the Board.

14. Acquainting Candidates with Community and Staff

The consultant recommends that the Selectboard arrange for visits (apart from the Board interviews) by finalist candidates to give them an opportunity to become acquainted with Wellfleet and with Town employees, particularly key Town officials. At the same time this allows Town staff and key Town officials a chance to obtain a better understanding of the individual candidates. Many Boards of Selectmen appreciate receiving feedback from employees about candidates.

15. Selecting Individual from Finalists.

Once the Selectboard is prepared to vote on the person they plan to offer the position to they should "condition" that vote on the successful negotiation of a contract as well as any further reference checking the Board feels is necessary. Be aware that there is the possibility that a finalist may withdraw, or information may result from any on-going reference checking that may cause the Board to reconsider its initial selection. In the event this happens the Board may find it necessary to re-consider one of the other finalists.

16. Negative and Anonymous Calls and Communications.

The consultant cautions Screening Committees and Boards of Selectmen to be aware that once candidates' names become public Selectmen will likely begin receiving negative information from anonymous sources. Often this material comes from internet sites such as Google or from other unknown sources. This kind of information is often quite biased against the candidate. Our experience indicates that such negative and unflattering information is often unfounded and should not be taken at face value. The consultant often can get past this information to determine truth from fiction.

17. Negotiation of Contract

Some Boards of Selectboard prefer to handle this process on their own or through the Office of the Town Counsel. Normally Boards appoint a sub-committee to negotiate a contract

with their new Town Administrator that is then brought back to the full Board for approval. Groux-White Consulting can provide valuable assistance to the Board, or the committee, in negotiating an employment agreement with the selected finalist. The fee proposal includes negotiation assistance to the Selectboard and or its Town Counsel.

Groux-White can handle the negotiation process if requested by the Selectmen.

18. Other Services Available

Some Boards of Selectmen like to have the performance review process and evaluation tool be presented to the final candidate during the time employment contract is negotiated. Groux-White has developed performance review processes and evaluation tools in the past. We can develop a process and specially designed evaluation tool for the Selectboard if desired. Our fee proposal does not include this service.

19. Price Proposal - Fees and Expenses and Assurance

(Groux-White Consulting, LLC will perform the executive search as described in this proposal and as directed by the Wellfleet Selectboard for nine thousand, nine hundred and twenty dollars \$9,920.00. Fee is inclusive of all costs except for advertisement)

Assurance: Groux-White Consulting commits to repeat, without fee, the entire recruitment process, should a candidate recommended by Groux-White Consulting and appointed by the Selectboard, fail to remain as Town Administrator for eighteen (18) months. Only expenses would be invoiced if a second recruitment is conducted due to the above circumstances.

Town of Wellfleet

Town Administrator's Recruitment
 schedule
 {Draft}

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Preparation																		
Input: Select Board		X	X															
Input: Search Committee		X	X															
Input: Staff		X	X															
Job Description and profile			X	X	X													
Advertisement			X	X	X	X	X											
Outreach/solicit	X	X	X	X	X	X	X	X										
Recruitment & Screening																		
Receipt & Ack of Resumes			X	X	X	X	X	X	X									
Screening out of Resumes							X	X	X	X	X	X						
2nd Screening of Resumes							X	X	X	X	X	X						
Evaluating Field																		
Discussion of Applicants											X	X						
Select Cond'tl Finalists												X						
Consent & Reference Cks												X	X					
Finalists Referred to SB													X					
Selectboard																		
1st Interview w/ SB												X	X					
2nd Interview w/ SB														X	X			
Vote TA & Nego't Contract																X	X	

21-Oct-21

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> GE .ICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> RER:					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.	
			UDC-4709112-CGL-21	01/18/2021	01/18/2022	\$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYP PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / N <input type="checkbox"/> N / A					PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						

RECRUITMENT REFERENCES (Partial List)

Provincetown, MA Provincetown, located on the tip of Cape Cod, is a tourist destination and experiences a dramatic increase in population during the summer. This search was undertaken in late 2006 and a new Assistant Town Manager for Administration/Finance Director expected to be appointed in November 2021.

Town Manager Alex Morse 413 210 8208

Provincetown, MA Provincetown, located on the tip of Cape Cod, is a tourist destination and experiences a dramatic increase in population during the summer. This search was undertaken in late 2006 and a new Treasurer/Collector appointed in September of 2021.

Finance Director Josee Young was Dave Abramson 508 487 7000 ext. 523

Provincetown, MA Provincetown, located on the tip of Cape Cod, is a tourist destination and experiences a dramatic increase in population during the summer. This search was undertaken in the winter of 2021 and a new Town Manager appointed in February 2021.

Chairman of the Select Board was Dave Abramson 508 487 7000 ext.519.

Chairman of the Search Committee was Richard Murray 508 776 9421

Charlton, MA. The Town of Charlton has a population of approximately 13,000. It is located 15 miles outside of Worcester. It has both a rural and suburban residential tradition. Charlton is over 48 square miles, has several working farms and is an attractive residential destination in the greater Worcester area. Groux-White Consulting was engaged in finding a new Town Administrator in September of 2019.

Search Committee Chair: Frank Morrell 774-230-5464

Chairman, Selectmen: David Singer 508-963-5865

Belmont, MA. The Town of Belmont has a population over 26,000. It is located less than 11 miles from Boston. Primarily a residential community, Belmont has a diverse population and housing stock as well as a reputation for providing superior municipal services. Groux-White Consulting was engaged in finding a new Police Chief in August of 2019.

Search Committee Chair: Mark Paolillo

Human Resources Director: Jessica Porter 781-541-0518

Littleton, MA. The Town of Littleton has a population of approximately 11,000 residents. It is located some 35 plus or minus miles from Boston. Primarily a residential community, Groux-White was hired by Ryan Strategies, LLC with the permission of the Littleton Board of Selectmen to conduct the recruitment on their behalf.

Human Resources Director: Ann Essman 978-5402450

Belmont, MA. The Town of Belmont has a population over 26,000. It is located less than 11 miles from Boston. Primarily a residential community, Belmont has a diverse population and housing stock as well as a reputation for providing superior municipal services. Groux-White Consulting was engaged in finding a new Town Administrator in July of 2017.

Search Committee Chair: Kate Bowen 671-852-9839
Chairman, Selectmen: Jim Williams 917-406-0393

Belmont Light, Belmont, MA An independent electric municipal utility valued at 45 million dollars serving electricity to 11,500 customers. Groux-White Consulting was engaged in finding a new General Manager in January of 2018.

Chairman, Light Board: Adam Dash 617-308-5057

Shirley, MA. The Town of Shirley has a population of 7,300 residents. It is located 50 miles north of Boston, close to the New Hampshire border. Primary a residential community. Groux-White Consulting was engaged in finding a new Town Administrator in February of 2018.

Chairman, Selectmen: Enrico Cappucci 978-270-3458
Chairman, Search Committee: Bryan Sawyer 978-855-8223

Sandisfield, MA. The Town of Sandisfield has a population of 915 residents. It is located in the Berkshires with a total land area of 53 square miles, one of the largest land area municipalities in Massachusetts. It is a rural and resort community. Groux-White Consulting was engaged in finding a new Town Administrator in August of 2018.

Chairman, Selectmen: Alice Boyd 508-237-5834

Easton, MA. The Town of Easton has a population of over 23,000. It is located 30 minutes from Boston, 45 minutes from Cape Cod and 45 minutes from Providence, Rhodes Island. Primarily a residential community, it has a reputation for providing its citizens excellent schools, public safety, recreation and quality of life. Groux-White Consulting was engaged in finding a new Town Administrator in April of 2017.

Search Committee Chair: Donna Abelli 508-259-9303
Chairman, Selectmen: Dan Murphy 617-293-4758

Yarmouth, MA. The Town of Yarmouth has a year-round population of 24,000 that increases substantially in the warmer weather months. It is located in Mid-Cape Cod between Nantucket Sound on its southern side and Cape Cod Bay to the north. Groux and Associates was engaged in September 2010 to assist the Town in finding a new Town Administrator following the retirement of its first and only Administrator who retired after 32 years in office. At the present time (January 2011) the Board of Selectmen is in the process of interviewing finalists for the position.

Search Committee Chairman: Peter Carnes 508 565 1717
Chairman, Selectmen: Erik Tolley 508 362 8883

Foxborough, Massachusetts. Foxborough is a community of 16,000 population located near I-95 and US Route 1 and is well known as the home the New England Patriots. The recruitment was a particular challenge because the Town's initial efforts to recruit resulted in few well qualified candidates. Groux and Associates was engaged after the initial recruitment failed. The position was re-advertised, and this consultant was asked to conduct an extensive outreach program to attract additional as well as more qualified applicants. The recruitment was completed in mid-2010 and a new Town Manager took Office in the fall of 2010.

Search Committee Chairman: Anthony LaChapelle 508 272 2212 cell

Hamilton, Massachusetts. Groux and Associates completed recruitment services for the Hamilton Board of Selectmen and its Selection Committee in early 2010. Hamilton is a small community of 8,500 population on the North Shore. This is a new position. Hamilton petitioned for a Special Act to create this position in 2009. A total of 58 resumes were received and the committee interviewed 8 candidates and recommended three to the Board of Selectmen. The new Manager is took office in April.

Search Committee Chairman: Laurie Wilson 978 468 2621 cell
Selectman Chairman: David Carey 978 468-9932 cell

Westford, Massachusetts. This Town Manager recruitment was completed in 2008. Westford had adopted a Home Rule Charter in 1989 establishing a Town Manager position. It is a suburban community 25 miles west of Boston located along Interstate 495 with a population of 21,300.

Robert Jefferies, Chairman of Board of Selectmen and member of Search Committee at same time. 978 692 4471

Southbridge, Massachusetts. This Town Manager recruitment was completed in 2008. Southbridge has a Council/Manager form of government. It has a population of 17,500 located just north of the Connecticut border along Interstate 84 and south of the Massachusetts Turnpike.

Reference: Pamela Regis, Councilor-at-Large and former member of Screening Committee. 508 728-4413

Framingham, Massachusetts. Framingham is the largest "town" in Massachusetts with a population of 67,000. A total of 51 applications were received for the position of Town Manager. Framingham has had two managers since adopting its present form of government in 1996. The new Manager took office June, 2006.

Chairman of the Board of Selectmen, Dennis Giombetti 508 532 5400

Lexington, Massachusetts. A residential/commercial, suburban community with a population of 30,000. A total of 60 applications were received for the position. There have been 3 managers since 1968. The new manager was appointed in April 2005.

Chairman of the Search Committee, Janet Perry 617 320 0239 cell
Chairman of the Board of Selectmen, Norman Cohen 781 862 0500 X 208

Harwich, Massachusetts. Harwich is a residential community with a population of 12,000 located on Cape Cod. It is a vacation destination with a high seasonal population increase. The first Town Administrator moved on to another community after 17 years. This search was conducted during 2006 and a new Town Administrator was appointed in September 2006.

Chairman of the Board of Selectmen, Robin Wilkens 508 432 6821

Provincetown, Massachusetts. Provincetown, located on the tip of Cape Cod, is a tourist destination and experiences a dramatic increase in population during the summer. This search was undertaken in late 2006 and a new Town Manager was appointed in February 2007.

Chairman of the Board of Selectmen was Cheryl Andrews 508 487 9936
Chairman of the Search Committee was Austin Knight 508 487 6992

Winthrop, Massachusetts. A north shore community, adjacent to East Boston, with a population of 17,000. The Town changed its form of government in 2006 from a Board of Selectmen Town Meeting form to a Council/Manager form. The Council President and Town Council appointed the town's first town manager in April 2006.

Chairman of the Search Committee, Jim Letterie 781 983 6879 cell
Council President, Tom Reilly 617 846 1852

Duxbury, Massachusetts. A south shore residential community of 15,000 population. 62 applications were received for the position. It has had two managers since 1988. A new manager was appointed in November 2005.

Chairman of the Search Committee, Friend Weiler 781 585 3326
Chairman of the Board of Selectmen, John Tuffy 781 934 0469

Wellfleet, Massachusetts. Groux and Associates conducted two searches for Wellfleet. The first one in 2000 and the second one in 2007. There were 45 applications in 2000 and the Administrator appointed remained for seven years. The most recent search produced 35 resumes and the new Administrator took office on January 7, 2008.

Chairman of the Board of Selectmen for the most recent search was
Jacqui Beebe 508 349 9670
Chairman for the Board during the 2000 search was Dale Donovan

Groux-White Consulting, LLC
1661 Massachusetts Avenue
Suite 642 Lexington, MA 02420 781-572-6332 774-722-1372 Cell
rickwhite58@verizon.net

Groux-White Consulting, LLC, Consultants to Local Government

Groux-White Consulting, LLC is a municipal management consulting firm focusing on the needs of local governments. Our primary areas of specialty are executive recruitments, Charter and Bylaw drafting, organizational studies and interim management services and financial and strategic planning. Thomas Groux established the firm in 1999.

Summary of Services Available

Searches and Recruitment

Recruiting Town and City Managers and other key municipal officials is a time consuming task for Boards of Selectmen, Councils and other appointing authorities. Groux-White Consulting performs this task in an efficient manner saving elected officials and appointing authorities time as well as ensuring that the recruitment process is thorough and productive and that well qualified candidates are brought to the attention of the community leaders responsible for hiring these professional administrators. Our relationships with active qualified and exemplary local government candidates is unmatched in the industry. Insuring confidentiality to the exceptional candidate is critical to a successful recruitment. Many of the more exceptional candidates, content in their current positions, but ready for a new challenge, want assurances of confidentiality. Great candidates know we are very sensitive to their needs because of our past professional experiences in the field. Candidates know we have been through the recruitment process as candidates and as recruiters will aggressively represent their client while protecting the applicant.

Interim Management Services

During vacancies in key management positions, such as town managers and administrators and other key administrative positions, Groux-White Consulting provides interim management services

Charters and Forms of Government

Working with local government study committees, or Charter Commissions, GrouxWhite Consulting advises on forms of government and organization including: drafting Home Rule Charters, Special Acts, and optional forms of organization appropriate to the desires and needs of the community.

Consolidation, Organizational Studies and Organizational Effectiveness Assessments

Groux-White Consulting conducts objective analysis of municipal departments and offices and makes recommendations to town officials for improved operations at reduced costs. These areas are: finance; public works; planning and development; code enforcement; law enforcement; health and human services; and general administration.

Executive Coaching

Organizations see unprecedented growth when talent and strategies are seamlessly aligned and measured. Groux-White will help build the skills of municipal leadership and align those skills with the governing boards goals and objectives.

Supervisory Training

Developing a team of supervisors focused on a common productivity purpose is critical to the success of a municipal organization. Developing a uniformed performance standard throughout an organization is critical to maintaining organizational morale. Groux-White conducts supervisory training that will provide a supervisor guidance as to how to set a performance standard, asses the strengths and weaknesses of an employee and develop an appropriate and realistic personal and professional development plan for performance improvement.

Conflict Resolution

Municipal organizations are dynamic. Stress, emotions and behavior can prevent an organization from operating at full capacity. Groux-White Consulting is especially adept at identifying the components and sources of conflict and bringing the appropriate parties together to ensure that it is resolved and that permanent mechanisms are put in place to avoid a recurrence of the conflict.

Financial Planning

Groux-White will assist communities by evaluating their financial policies and practices, assessing a community's health and by making specific short- and long-term recommendations as to how to improve their financial position to insure service delivery flexibility and improving a community's standing with the bonding rating agencies

Resume of Thomas J. Groux

Groux-White Consulting, LLC
P.O. Box 374
No. Chatham, MA 02650

508-945-3160
774-722-1372
tgroux@comcast.net

SUMMARY

Municipal consultant and highly successful public administrator with experience in local and state government and in higher education. City and town management experience in Massachusetts, New York, New Jersey and Connecticut. Extensive experience working with Boards of Selectmen both as a consultant and as a local official.

Groux and Associates, Consultants to Local Government

Groux and Associates specializes in providing professional services to local Massachusetts governments in the areas of: executive recruitment; Charter and Bylaw preparation; organizational studies; and interim management services.

Municipal Experience

- Chatham, MA. Town Manager 1995 - 1999
- Duxbury, MA. Town Manager 1988 - 1995
- Winchester, MA. Town Manager 1975 - 1988
- Howell, NJ. Town Administrator 1971 – 1975
- Yonkers, NY. City Manager and Assistant City Manager 1968 – 1971
- Hastings on Hudson, NY Village Manager and Village Clerk 1966 – 1968
- Groton, CT. Assistant Town Manager and Finance Director 1964 – 1966
- Interim Manager: Towns of: Bourne, Natick, Wellfleet and West Boylston

Other Experience

- Dean of Finance and Administration, Middlesex Community College
- Adjunct Faculty, Leslie College, Cambridge, MA (Labor Relations)
- Mass. Joint Labor/Management Committee (JLMC)
- Mass. Municipal Depository Trust (MMDT)
- American Institute of Planners, Washington, DC (City/Regional Planners)
- U.S. Air Force. Captain - Squadron Commander

Education

- Fordham University, New York (Political Science)
- New York University, New York (Public Administration)

Resume of Richard J. White

Groux-White Consulting, LLC
1 Pelham Road
Lexington, MA 02421

781-863-8357
781-572-6332
rwhite58@verizon.net

Summary

Professional municipal manager with experience leading and successfully managing a variety of full-service municipalities in Massachusetts, Connecticut and Maine. Extensive experience working with Boards of Selectmen and Not for Profit Boards of Directors as a consultant and local official.

Municipal and Not for Profit Experience

- Dennis, MA. Town Administrator 2009 – 2016
- Winthrop, MA. Town Manager 2006 – 2009
- Manchester by the Sea, MA. Interim Town Administrator 2005 – 2006
- Voice of the Faithful, Newton, MA Interim Executive Director 2004 – 2005
- Lexington, MA. Town Manager 1987 – 2004
- Bedford, MA. Town Administrator 1984 – 1987
- Winchester, MA. Assistant Town Manager, 1980 – 1984
- West Hartford, CT. Budget Analyst 1979 – 1980
- Arlington, MA. Grants and Budget Analyst 1978 – 1979
- Saco, ME. Special Assistant to Town Administrator 1975

Education

- The American University, Washington, DC MPA 1978
- St. Francis College, Biddeford, ME BA English and Political Science
- Interaction Associates, Cambridge, MA, Certified as Facilitator/Conflict Resolution 1990 and 1992

Publications and Awards

- “The High-Performance Organization that Lexington Built” PM Public Management. Published in The Municipal Advocate
- ICMA Career Development Award 1998
- MMA Kenneth Pickard Innovation Award 1999
- Distinguished Budget Award, Government Finance Officers Association, from 1996 thru 2004 while Town Manager, Lexington, MA

Why Your Community May Benefit by Using a Professional Executive Recruiter

By: Richard J. White

Many local governments hire an executive search firm when recruiting critical positions within their professional organization. There are no rules or guidelines in determining when or how to engage an executive search firm. However, we have developed some assessment guidelines based on our own professional recruitment experience for appointing authorities to consider. First though, it is important to define what makes a successful recruitment.

Components of a Successful Recruitment

1) Understanding your community's characteristics: identify the factors that will determine what type of candidate will be successful in the position. "Fit" is as important as the candidate's professional track record, education and experience. Every community is different. You increase the likelihood of a successful recruitment by ensuring that the candidates understand the dynamics of your community and by evaluating prospective candidates with "fit" in mind!

(2) Outreach and networking: once you understand what you are looking for, go out and get it! Contacting quality candidates requires more than advertising in a professional journal and local and regional newspapers. Networking is critical. Understanding who is out there and how they may fit should never be done by accident. Generally, good candidates are prospering and satisfied in their current positions. Connecting the candidate to the challenge, professional growth opportunity and fit requires hard work, time as well as trust. Every superior candidate will want to feel that any interest they have in the position will be kept confidential.

(3) Sort and screen: Determining a candidate's fit for the position requires the appointing authority to clearly define who they are as an employer; what they are looking for in a candidate; and what success for the position will look like. A qualification grid that includes these and other factors can be developed based on the position profile which in turn can be utilized for preliminary screening. Success is enhanced with a more extensive evaluation of the qualified candidates. Consequently, developing some preliminary screening techniques (questionnaire, resume validation, phone screening) beyond review of the cover letter and resume is important.

(4) Interviews and Assessment: Process, process, process! Effective executive recruitment requires transparency. Many appointing authorities provide opportunities for their constituencies to be included in the recruitment process even if only as observers. Transitioning into a new position can be challenging. Sometimes developing process that allows others to become invested in your final selection will help your new executive get off to a running start in their new job. Clearly identifying the criteria to be used in assessing the qualifications of the candidate during the interview process will insure that the recruitment is perceived by those

interested as being credible and having integrity. The position profile can be of assistance to the appointing authority in identifying assessment criteria.

(5) **Background Investigation:** Obtaining a variety of references and candidate assessments is a start, but evaluating the candidate's success and the challenges faced requires more effort. A good candidate will always have detractors. Context and obtaining a deep understanding of their experience and achievements is critical.

(6) **Negotiation:** "Once you have found him or her never let them go!" Negotiating the terms and conditions of a contract can be the trickiest component in recruitment. The sooner and the more complete the appointing authority define the parameters of a competitive compensation package makes getting to yes with your preferred candidate easier. Including these parameters in a position profile enhances the process. Ambiguity can be the enemy.

(7) **Accountability:** The Board of Selectmen should consider preparing a formal performance review procedure and be sure to share it with the successful candidate at the very beginning of employment. Good candidates will want an understanding of job expectations prior to hiring. Performance reviews for executives in Massachusetts given the open meeting law can be awkward and unfulfilling for the candidate and the appointing authority. It is always a good thing when the appointing authority and the new hire agree upon the criteria and expectations to be included in any performance evaluation. It is easier to do this at the time of hire. Using the position profile as a guide will help start the new relationship on the right foot.

Given all of this, what guidelines should I consider using to determine the need to hire a professional recruiter.

Factors to Consider in Determining if You Have the In-House Capability of Conducting a Successful Recruitment

The quality and quantity of candidates available to compete for some professional positions varies depending upon the position and the market area. There are no general statement guidelines that make the decision to contract with a recruiting firm easier. However, it is critical that the appointing authority make a preliminary assessment of its recruitment situation while it determines it's needs.

Big picture, executive recruitment is like farming. Most of the work that insures success is not seen. Preparing or tilling the soil, selecting the right seed, understanding the field's history, avoiding past planting mistakes and insuring against insect infestation and disease all happens before the seed is planted and the crop grows. Same is true managing the process of finding the right executive. Here are factors for you to consider.

Preferred Recruiting Area

The appointing authority should define its preferred recruiting area. It is important that all recruitment preferences be clearly defined by the appointing authority up front before advertising.

Required Experience

Many appointing authorities have preferences for experience, type of experience, and education. The more you limit your recruiting area preferences, the experience required, the more particular the experience desired and the higher level of education needed for the candidate to successfully compete for the job, the fewer applicants will apply. The fewer applicants anticipated, the more an executive recruiting firm can help you. Quality and fit are more important than volume in executive recruiting.

Community Assessment

Understanding and assessing your history as a community (i.e.: financial and political stability as well as employee/management relationships, the past effectiveness of the organization or department) is also a critical undertaking for the appointing authority in not only attracting the right candidate, but in determining the need to hire an executive recruiter. The more challenging the political and/or financial stability of the community, the more restricted your recruitment pool will be. A community should never hide from a recent political or personnel controversy when recruiting. The better you describe the challenge your candidates will be facing if appointed the more likely you will be recruiting the right candidate for the job!

Time Constraints

Every appointing authority should make an assessment as to how much quality time they can devote to all the details of a higher-level executive recruitment and strategically determine how they would like to use that time in the recruitment process. Most if not all higher management municipal position recruitments require considerable thought, planning and assessment as already described. Additionally, coaching, preparing and assessing the skill set of each potential candidate for leadership level positions takes considerable thought, care, deliberation and time.

Community Participation

Successful high-level executive recruitments can be enhanced when the appointing authority designs a process that solicits feedback on the candidates from various interests in the organization and or the community. Developing interview processes that are inclusive and that channel feedback to the appointing authority as to the strength and weakness of the candidates can be tricky undertaking, but in many communities, it is a must. Developing, scheduling and managing process and preparing the candidates requires special skills and is time consuming. Compromising any of the planning and process work increases the likelihood of a failed recruitment.

Position Profile

Finally, every candidate will want some sense of what the challenges and performance expectations of the position will be. They, like the appointing authority, are assessing fit, likelihood for success and the effectiveness of the appointing authority and the governing board. Developing a position profile describing the community and its governance stability, the operating culture of the organization, experience and education required, challenges within the community needing to be addressed and performance expectations for the position is critical in attracting candidates. It takes considerable time and care developing a position profile especially if the task requires the approval of more than one person.

Taking the time to assess your ability to meet the challenges identified above should provide you with guidance as to whether to hire a professional recruiter. Compromising any of the tasks will result in less than an optimum result. Best of luck!

Richard J White, partner in Groux-White Consulting, LLC. Prior to joining Groux-White Consulting, LLC. Rick worked in Massachusetts (Bedford, Lexington, Winthrop & Dennis) as a professional town manager.

Community Synthesis



Sample

Feedback Synthesis from Charlton's Board of Selectmen.

There is significant agreement among Board members regarding a broad spectrum of characteristics, skills or competencies that the next Town Administrator should possess in order to be successful. All are weary of past political drama and are committed to changing the operational and political dynamic among the various groups, interests, departments and independent boards in Town. There is a recognition that the Board must firmly and visibly exert itself in making transparency, openness, collaboration, civility, collegiality, shared vision and accountability guiding values for the municipal organization. All Board members realize that these values need to be embraced and become priorities for the next Town Administrator for this to be achieved.

The Board recognizes that it must first work effectively within itself in order to accomplish this broad goal and cultural change. There is general recognition that the past twelve to eighteen months have stressed, to varying degrees, individual relationships within the Board. All expressed genuine respect and admiration for their peers, but also a feeling that some of the more volatile issues faced by the Board have frayed some relationships. There is recognition that steps need to be taken to rebuild trust between Board members and that an ideal outcome would be that, despite individual differences, Board members see themselves as members of a team first and representatives of an interest or segment of the community second. All recognized that the Board needs to work more cohesively in order for the next Town Administrator to be successful.

The Board would like to reassume its traditional Chief Executive role. It desires a Town Administrator who seeks direction, consults with the Board regularly prior, during and after implementation and sees her/himself as a servant to the organization and a "true" agent of the Board of Selectmen. Communication is the key to success for the next Town Administrator. The Board expects to be informed and would like to avoid surprises, although understands that sometimes surprises happen. Building strong, collaborative and trusting relationships among Charlton's many independent boards and committees will require a strong leader. A leader capable of representing the Board's interests by doing it in a way that is inclusive, transparent, systematic, structured, non-threatening, civil and productive. The Board desires a Town Administrator who is enthusiastic, encouraging, optimistic, accessible, affable, a relationship and team builder as well as relatable person. Although the Board expects and wants its next Town Administrator to be strong, have opinions and make recommendations, they also want him or her to be seen and act as an unbiased broker satisfied that s/he is able to make a recommendation while providing alternatives and trusted to implement the will of the Board.

The Board wants to work effectively as a group. They see an effective and able Town Administrator as a critical partner in making this happen. The Board wants a leader who first

seeks to understand and who is not afraid to help the Board resolve differences, miscommunications or misunderstandings. The Town Administrator cannot do this without being an unbiased broker and an advocate for the Board and each individual member of it. S/he must insist that all members of the Board be served equally, and that information provided to one Board member is provided to all.

It goes without saying that the next Town Administrator should be an adept and able generalist well versed in team building, IT, public safety, public works, human resources, project management, financial management, capital planning, budgeting and social service delivery systems. The Board is rightly proud of many of the operational investments it has championed during the last five years. The Human Resource, Finance and IT departments have all seen increased investment. The next Town Administrator will need to devote some time ensuring that these departments establish themselves as critical and regular contributors to the municipal organization's mission. Doing so will require an artful and delicate touch, best described as hands off (no micromanagement) but hands on (organization sees these departments as supported and in synch with the Town Administrator and Board of Selectmen's values, objectives and goals). Many Board members would like the next Town Administrator to improve on the Town's fiscal condition. Although some progress has been made in that regard, some members believe that long term progress must be made in increasing the Town's cash reserves, building a recurring revenue stream to fund capital projects and equipment replacement and creating a consistent and generous appropriation to fund the Town's OPEB liability.

Some Board members would like the Town Administrator to build a stronger bridge between the municipal and school organizations. Some feel that there is an unnecessary distance between the District and the Town and that the Board and Town Administrator should seek opportunities for regular, systematic and productive communication and collaboration. There is a worry that the Board will be caught off guard by the fiscal investment that an ever-growing school age population and aging school infrastructure will require in the not too distant future.

Universally, there is a solid sense of optimism shared by Board members. Improvements have been made to the Town's financial position and generally the Board believes the staff is professional, able and ready to be led by an effective professional. The Board believes that the community is ready to set aside past grievances and work productively together. The Board is ready and eager to address this leadership challenge and do whatever is necessary to make the system work.



Synthesis of Feedback Received from Belmont's Senior Managers

There is universal and genuine respect for the financial management skills of the former Town Administrator. As such, the senior department leaders believe that the next TA should possess similar skills. The staff enjoyed these strong financial leadership skills as well as the former TA's ability to quickly and comprehensively understand and communicate the nuance of a department's mission and how its budget either supported or fell short of expectations. Obviously, the staff would like the next TA to possess similar skills.

Additionally, the staff would like their next leader to possess these same abilities of comprehension and day to day financial leadership as the former TA while also being able to more visibly partner with the initiating department head in presenting and marketing various initiatives to the Board of Selectmen, independent boards and committees, Town Meeting and the community. There is consensus that over the past five years, the organization has acquired the discipline and structure necessary so that various, financial, budgeting, project management, human resources and many other internal systems and public participation processes work well and are successful. There is also a feeling that long term planning, the ability of the organization to multi task, developing a formal communication system to overcome some of the inertia inherent in Belmont's unique governance structure and formal leadership-initiated collaboration and systems of cooperation amongst and between departments as well as between independent boards and committees have been sacrificed somewhat. There is understanding that these actions were necessary to develop and make these various financial and other processes disciplined and successful. However, with new leadership comes new opportunities. As such, the leadership team with some exceptions would like the next TA to have the same command of the details but be capable of mentoring the staff so that a system of delegation and of performance accountability allows for the organization to address multiple community and governance challenges at once, steering leadership focus away from the short term (while not ignoring it) towards a more proactive long-term effort.

There is a feeling amongst many that Belmont's most pressing challenges are in the long term. Pressing, critical and significant operational, financial, infrastructure and governance challenges are on Belmont's horizon which requires a leader with vision who is approachable, relatable and a team builder inside and outside of the professional organization. The following is a sample of challenges for the next TA:

Organizational

1. The next TA will need to define the role of the various individuals within the administration function, being clear in delegation and building internal processing system so that workflows, is operational and serves the internal customer well.
2. Developing regular systems of communication throughout the organization is critical to the future success of the Belmont professional staff. The next TA should be committed to collaboration, shared decision making and regular communication through consistent and regular scheduling of department head meetings and establishment of cross departmental and functional work teams that include all operational interests.
3. Establishing regular and consistent evaluation by staff and reporting to the Board of Selectmen of the success and challenges of existing or non-existing policies, procedures, programs
4. Developing a professional, fair, competitive “pay for performance” system that rewards superior performance and that recognizes the contributions of long-term performing employees so that the Town retains valuable human assets.
5. Transition planning...a minimum of five long standing seasoned administrative leaders will be leaving the Belmont professional organization within the next five years. The next TA should be able to lead and guide the staff in evaluating restructuring and reorganization opportunities as well as develop formal successor transition plans.
6. Belmont has a unique and decentralized governance structure that in and of itself requires special leadership attention. This challenge is complicated greatly by the various issues needing to be addressed short and long term. Although the layout of the Town’s administrative functions is compact, there remains four separate buildings within easy walking distance that at times can be barriers to collaboration, effective and efficient effort and cost effectiveness. This is a challenge that needs the constant attention of the next TA.

Financial

Belmont’s reliance on free cash, a non-recurring source of revenue, funding its operational budget limits its flexibility in meeting some extraordinary future challenges. Belmont’s future TA should have experience developing successful plans for weening a municipality off using nonrecurring revenue for recurring operating expenditures.

1. Belmont’s internal budget process is managed by the Town Administrator’s Office. It is a time-consuming task that often prevents the staff from expending its attention on other pressing matters. The next TA should have experience building a ‘budget team” in which s/he manages the development of the budget, but its day to day construction and development includes members of the Town’s financial team as well as its leadership team, the Board of Selectmen, Boards and Committees and the community during priority setting.
2. Financial forecasting is a strength of the staff. The forecasts have been helpful to the school and municipal leaders in making short term resource allocation. The next TA should be experienced in expanding the use and purpose of these tools to engage the community in a continuing dialogue regarding Belmont’s future.
3. OBEP and pension funding hover over the professional staff and elected leadership as conversational doorstops. The Town has adopted a plan to fully fund its pension obligations by the year 2029. The next TA should be capable of engaging the financial team as well as the elected officials in a dialogue to build consensus as to whether to sustain the current pension schedule or alter it. Closure on this important issue so that

the community can deal with more threatening financial challenges. Experience in developing pension impact and cost benefit analysis for newly created personnel and new hires may provide the elected officials with some assurance that the liability is being managed effectively. The funding requirements of OBEP is a newly imposed accounting exercise imposed upon municipalities in the United States. The projected liabilities are earth shattering and are coma inducing for municipal financial planners. Both the immediate and incremental average annual contributions are beyond the financial capabilities of 99.9% of the municipal organizations in the country. The actuarial assumptions made in establishing the average annual contributions are aggressive and extremely conservative because the health care system in the USA is volatile, unsettled and unpredictable. The next TA must be capable of leading the staff, the Board of Selectmen and the community in policy discussions that provide Belmont with a consensus plan that addresses of the liability concerns of OBEP while balancing the financial capabilities of the Town.

4. Debt management and planning experience is critical for Belmont's next TA. Most prior debt management has been ad hoc. Deferred maintenance and weak capital planning have bottle necked capital investment. Examining the Town's financial policies, dealing with the Town's use of Free Cash and being able to scenario plan Belmont's future debt service while providing the community with options to leverage other resources to lessen the cost impact of the borrowings are critical skills for the next TA.
5. Currently, the Town has identified a minimum of four major capital construction or reconstruction projects in need of funding. The longer financial planning, prioritization and scheduling of projects are delayed the more atrophied capital decision making becomes. A new high school, police station, library and public works facility are major costly projects. All have constituencies interested in its funding. These projects have been in the pipeline for some time. The next TA must be able to engage the policy makers and elected officials in an inclusive process in which there is full understanding of the Town's financial capabilities and its ability to manage and fund simultaneous projects. The next TA should be able to assist the Board of Selectmen and the community in coming to terms with each project's priority and the Town's ability to fund. **Community**

1. Belmont's citizenry is changing and will continue to evolve. The service needs of its citizens, the priority in which they should be delivered and how their expectations should be addressed and met will change. Engaging the population differently than those typically utilized by the traditional New England community should be a consideration for Belmont. A few well managed communities in the greater Boston area have developed comprehensive Strategic Planning Processes led by the Board of Selectmen but populated by citizens not directly connected to the operations of Belmont's local government. Adapting and consistently assessing the affordability of the Town's product, aligned with needs and expectations and ever-changing Belmont will be critical to the organization's future success. The next TA should have experience, creating, staffing and leading a community wide strategic planning process.

Saturday, July 29, 2017



Feedback Synthesis from Charlton's Community Leaders.

Unlike the interviews with the staff, the feedback received from community leaders had few central themes and is more difficult to generalize. I was unable to reach two of the citizens on the list. The Town's email situation was responsible for one of the misconnects.

All those interviewed voiced concern regarding the current politics of the Town although one leader interviewed felt that Charlton has always had a certain amount of volatility in its civic culture. All believe the key to success in the future in dealing with Charlton's many challenges will be for the Board of Selectmen and its new Town Administrator to reach out to the Town's disparate interests and create decision making processes that are more inclusive and representative than those that currently exist. However, one person interviewed believed that the next Town Administrator needed to be strong and authoritative given Charlton's decentralized form of government and the inherent difficulties that face a leader working in a system where authority is defused. On balance, those interviewed believe that the next Town Administrator must create a more collaborative culture inside the professional organization and between the various independent committees.

All interviewed identify the marijuana issue as an example of how a lack of collaboration can create disfunction. Many interviewed believe that the conflict between the citizens, boards and staff regarding the siting issue involved more than just a disagreement about location. Some felt that the conflict will resurface unless steps are taken to resolve some long-term issues underlying that conflict. Almost all interviewed believed that there was overwhelming support for a marijuana grow facility to be located in Town, but that systems of communication either broke down or did not exist to properly manage the proposal effectively. Some interviewed fear that avoiding similar conflict in the future will require that some of the independent boards and committees that hire their own staff better understand the day to day oversight role that the Town Administrator plays in the organization and the responsibilities held by the Board of Selectmen. Others look to the Board of Selectmen and the Town Administrator to bring all interests together. Some suggested that systems of communication be created so that there is a common understanding as to organizational performance expectations and a better commitment by all to work together in a collaborative way. Many worry that the LNG siting challenge currently facing the Town will meet the same fate as marijuana unless steps are taken to create the necessary systems for communication and collaboration.

All interviewed expressed a need for transparency in decision making, creating a culture where staff, boards and committees seek first to understand before making a decision and make extra efforts to be inclusive in decision making. One leader felt this is especially important trait for the next Town Administrator in working with staff. This leader felt strongly that the next Town Administrator must be seen as approachable, accessible, even tempered and trustworthy by the citizens and the staff. The need for the next Town Administrator to build and sustain trust in the community and the organization was a consistent theme coming from this leader. There was a hope that the next Town Administrator will see her/himself as a servant of the organization, that s/he will effectively advocate for and support the staff privately and publicly and that s/he will willingly share decision making. This leader believed the staff needed an effective coach, mentor and advocate in order for them to grow and maximize their potential. One leader interviewed advocated for hiring more residents to fill some of the positions in Town Hall. This leader felt that citizens would be better served if the employees in Town Hall had a better feel and understanding of the Town, its citizens and its culture.

All interviewed recognized that the next Town Administrator needed to be fiscally adept and responsible. However, most but not all mentioned that the Town was changing as were the demands placed on its municipal operations. The need to increase the tax base while maintaining affordability was expressed as an expectation by all. Many returned to the marijuana siting issue regretfully without placing blame, lamenting the lost opportunity its failure created, the need for the revenue it would have produced and the disfunction that resulted from its mismanagement. Additionally, most but not all interviewed believe that more attention needs to be paid to route 20, its infrastructure, its economic development potential and its promise in increasing the tax base without affecting residential neighborhoods and the potential it has in resolving the LNG siting issue.

Finally, some but all members mentioned that the next Town Administrator must develop closer ties to the Schools. They believe that a growing enrollment and an infrastructure in dire need of investment will challenge Town leaders in the near future. Great pride was expressed that the Town has historically invested in education, but that the growing enrollment challenge has caused the School District hold back some necessary investment in their buildings and in some of their educational programs.

September 8, 2019

CERTIFICATES

CERTIFICATE OF NON-COLLUSION

The Undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without Collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Richard J. White

Signature of person Submitting proposal

Richard J White, Principal

Groux-White Consulting, LLC

October28,, 2021

Tax Compliance Certification

Pursuant to Massachusetts General Law, Chapter 62C Section 49A, the undersigned acting on behalf of the contractor certifies under the penalty of perjury that, to the best of the undersigned's knowledge and behalf, the Contractor is in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and reminting child support.

Richard J. White

Signature of person Submitting proposal

Richard J White, Principal

Groux-White Consulting, LLC

October 28,2021

Responsibilities of the Town Administrator

The TA is responsible for preparation of the budget and the town's capital expenditures plan. S/he provides advice and counsel to the Board of Selectmen as they develop and approve the Town's policy direction and is responsible for implementation of such policies once enacted.

The TA appointment authority is outlined in the Special Act. The TA is responsible for the direction and oversight of all municipal departments and employees within the jurisdiction of the Board of Selectmen.

The TA exercises authority as delegated by the Selectmen over the human resources function, collective bargaining, the classification and compensation plans and benefits programs and monitors matters involving litigation.

Current Issues for the Town Administrator

Financial Planning- the next TA will need to guide the Town in annual budget practices that are less dependent on the use of non-recurring revenue to fund recurring expenses.

OBEP and Pension Funding- the Town is considering a more ambitious program funding its OBEP and pension liabilities that will require careful planning and an ability to communicate, scenario plan and organize.

Team Building-connecting the work of the organization to the goals of Board of Selectmen is a critical priority.

Transition Planning -at least five major department heads will be retiring within five years

Infrastructure Planning and Financing- the Town's infrastructure needs attention. Street, sidewalks and buildings need careful investment. The high school, police station, library and public works facilities are functionally obsolete.

Labor Relations/Debt Planning- A limited commercial tax base, OPEB and pension funding, a growing school aged population and significant capital needs requires that the next TA be skilled in handling labor relations, labor and debt cost planning and management.

Town/School Relations-Maintaining the collaborative working relationship between the municipal and school operation is critical

Revenue Development-property taxes fund most of the Town's budget. Developing alternative revenue sources such as grants and other outside aid will be a challenge. The next TA will need a deft touch in balancing the budget while maintaining the many services enjoyed by Belmont's citizens.

Strategic Planning- Belmont has more strengths than challenges. However, meeting these challenges will require reaching out to the community for input in nontraditional ways.

CAREER OPPORTUNITY

**A Profile
Town Administrator
Belmont, Massachusetts**

www.belmont-ma.gov

To apply send resume or make inquiry in confidence to:



**Richard J White Groux-White
Consulting, LLC**

Suite 642

Lexington, MA 02420

Email:

rickwhite58@verizon.net

Phone: 781-572-6332

Town Government

Belmont is governed by an elected threemember Board of Selectmen and a Representative Town Meeting. The Town Administrator is appointed by the Board of Selectmen to manage the day to day operations of Town. The elected Selectmen establish policies and in collaboration with the elected School and other committees as well as the professional municipal and school staff to formulate the Town's budget. Town Meeting, held annually in the spring, adopts the operating and capital budgets and acts on planning/zoning and other bylaws.

The Fiscal 2018 budget for the town, school, water and sewer operations and capital expenditures exceeds \$110 million. Approximately 80.3% of these expenditures are funded through the real estate tax levy. The Town has 258.5 full time equivalent municipal employees. The municipal web site www.belmont-ma.gov provides additional information. Belmont voters formally established the position of Town Administrator by adoption of a Special Act of the Massachusetts Legislature on January 30, 2014

The Town of Belmont

Incorporated in 1859, the Town of Belmont is located 28 minutes or 10.3 miles from Boston, 90 minutes from Cape Cod, and 55 minutes from Providence. Belmont, although primarily a residential community, hosts business, retail dining and entertainment venues.

The Town's history is uniquely connected to John Perkins Cushing who made his wealth in the China Trade donating substantial properties creating the Town.

Belmont citizens have a long history of supporting an excellent school system. Its citizens are accustomed to superior public services and are active participants in the Town's governance.

Desired Managerial Style, Experience and Education

A seasoned municipal administrator with a track record of success and demonstrated record of accomplishment is sought. The new Town Administrator (TA) must demonstrate prior success in municipal budgeting, financial forecasting as well as an ability to develop proven financial policies embraced by the community that foster financial stability.

Belmont's next TA must be able to work collaboratively with a variety of interests to effectively communicate the Board of Selectmen's vision for the Town. It is important for the next TA to be a visible presence in the community.

The TA must possess certain qualities to be successful. S/he must be able to build on an already strong team of department heads. S/he must be able to delegate and communicate effectively; to listen effectively; to identify problems and empower the staff to solve them;

and to recognize and display superior performance from all involved.

Extensive experience and demonstrated successful outcomes in labor relations and negotiations is critical. It is important that the next TA be professional while being accessible, approachable as well as clear as to expectations with employees at all levels of the organization. Belmont's next leader should make a strong personal and professional connection to the staff, the appointed and elected leaders and the community.

Belmont's next TA must be adept at building consensus in a community with energetic and committed citizens who play active roles in Belmont's every day governance.

The successful TA candidate will possess a Master's degree (preferably) in public or business administration. A competitive compensation package will be negotiated, based on skills and experience of the successful candidate.

Compensation is negotiable and will be competitive with comparable area communities.

Responsibilities of the Town Administrator

The TA is responsible for preparation of the budget and the town's capital expenditures plan. S/he provides advice and counsel to the Board of Selectmen as they develop and approve the Town's policy direction and is responsible for implementation of such policies once enacted.

The TA recommends the appointment of most department heads and is responsible for the direction and oversight of all municipal departments and employees. The TA, with Selectmen approval, may establish, reorganize, consolidate or abolish departments and positions. S/he also serves as Chief Procurement Officer.

The TA exercises authority over the human resources function, collective bargaining, the classification and compensation plans and benefits programs and monitors matters involving litigation.

Current Issues for the Town Administrator

Financial Planning- the next TA will need to guide the Town in annual budget practices that are less dependent on the use of non-recurring revenue to fund recurring expenses and to help build the Town's cash reserves.

Wastewater- the Town is considering a more ambitious wastewater program that will require careful planning and project

oversight as the program moves forward.

Economic Development- the Town values its rural culture, but views route 20 as an critical area worthy of attention and of economic development.

Reorganization Management and Transition Planning- Some key department heads will be retiring be retiring within three years.

Team Building- connecting the work of the organization to the goals of Board of Selectmen and the Town's many other independent committees is a critical priority.

Infrastructure Planning and Financing- Water, sewer and trash infrastructure will need some

Labor Relations- most if not all the Town's labor contracts expire on June 30, ????. The next TA will need to be skilled and experienced in collective bargaining.

Town/Gown Relations- Maintaining the Provincetown/Stonehill College relationship is important.

Revenue Development- property taxes fund most of the Town's budget. Developing alternative revenue sources such as grants and other outside aid will be a challenge. The next TA will need a deft touch in balancing the budget while maintaining the many services enjoyed by Charlton's citizens.

CAREER OPPORTUNITY

**A Profile
Town Manager
C, Massachusetts**

www.provincetown-ma.gov

To apply send resume or make inquiry in confidence to:



**Richard J White
Groux-White Consulting, LLC
One Pelham Road
Lexington, MA 02421
Email: rickwhite58@verizon.net
Phone: 781-572-6332**

Town Government

Provincetown is governed by an elected five-member Select Board and Open Town Meeting. The Town Manager is appointed by the Select Board to manage the Town. The Select Board establish policies and in collaboration with the Finance Committee as well as other Town committees as well as the professional municipal and school staff to formulate the Town's budget. An Open Town Meeting is held annually in the spring. It adopts the operating and capital budgets and acts on planning/zoning and other bylaws.

The Fiscal 2021 budget for the town, school, water and sewer operations and capital expenditures is \$28,392,441. Approximately 70% of these expenditures are funded through the real estate tax levy. The Town has 190 full time equivalent employees. The municipal web site provides additional information. Provincetown voters established the position of Town Manager by adoption of the charter in 1973 which has been revised as recently as 2017.

The Town of Provincetown

Incorporated in 1725, the Town of Provincetown is located 40 minutes from Boston, 45 minutes from Cape Cod, and 45 minutes from Providence. Provincetown, although primarily a residential community, hosts business, retail dining and entertainment venues.

The Town's history is uniquely connected with the establishment of the Ames Shovel company in 1803 and the Ames family through many generations. The Ames family not only shaped the Town's economy, but also its geography and architecture. The family donated several landmark buildings to the Town.

Provincetown citizens have a long history of supporting an excellent school system. Oliver Ames is a comprehensive high school. Stonehill College, a private Roman Catholic College was founded in 1948. The College has over 2300 undergrads.

Desired Managerial Style, Experience and Education

A seasoned municipal administrator with a track record of success and demonstrated record of accomplishment. The new Town Manager(TA) must demonstrate prior success in municipal budgeting, financial forecasting as well as an ability to develop proven financial policies embraced by the community that foster

financial stability.

Provincetown's next TA must be able to work collaboratively with a variety of interests to effectively communicate the Board of Selectmen's vision for the Town. It is important for the next TA to be a visible presence in the community.

The TA must possess certain qualities to be successful. S/he must be able to build on

an already strong team of department heads. S/he must be able to delegate effectively; communicate to staff, committees and the community; listen to understand; to identify problems and empower the staff to solve them; and to recognize and display superior performance from all involved.

Extensive experience and demonstrated successful outcomes in labor relations and negotiations is critical. The next TA should be professional while being accessible, approachable as well as clear as to expectations with employees at all levels of the organization. Provincetown's next leader should make a strong personal and professional connection to the staff, the appointed and elected leaders and the community.

The successful TA candidate should possess a Master's degree in public or business administration.

Responsibilities of the Town Manager

The TM is responsible for preparation of the budget and the town's capital expenditures plan. S/he provides advice and counsel to the Select Board as they develop and approve the Town's policy direction and is responsible for implementation of such policies once enacted.

The TM appoints most department heads and is responsible for the direction and oversight of all municipal departments and employees. The TM, with Selectmen approval, may establish, reorganize, consolidate, or abolish departments and positions. S/he also serves as Chief Procurement Officer.

The TM exercises authority over the human resources function, collective bargaining, the classification and compensation plans and benefits programs and monitors matters involving litigation.

Current Issues for the Town Administrator

Select Board Effectiveness- the next TM will need to assist a talented Board in developing consensus, strategic direction, and community outreach. Select Board effectiveness will be critical to the success of Provincetown's next TM. The Board needs a leader who can develop inclusive systems to enhance their policy making role.

Wastewater- Climate change may require the Town to consider a more ambitious wastewater program that will require careful planning and project

oversight as the program moves forward.

Economic Development- the Town values its unique and dynamic culture, but COVID-19 and an ever changing seasonal and residential consumer base requires the consistent attention, coordination, and efforts of the TM. Expanding the Town's blue economy footprint and having a TM that actively engages and includes this constituency is critical to the Town's long-term success.

Transition Planning- Some key department heads will be retiring be within a few years.

Team Building- connecting the work of the organization to the goals of Select Board, the Town's many other independent committees and interests is a critical priority.

Infrastructure Planning and Financing- Facility upgrades are due for the Police, Fire and Public Works facilities

Environment- much of what makes Provincetown special is its location, proximity to the ocean, its quant and limited development as well as its commitment to managing and preserving its open space. Balancing this priority while enhancing the Town's economic development efforts, developing affordable housing opportunities, funding infrastructure needs and prospective coastal management initiatives will require a deft leadership hand who is an effective communicator, is transparent, flexible and especially adept at consensus building

CAREER OPPORTUNITY

**A Profile
Town Manager
Provincetown, Massachusetts**

www.provincetown-ma.gov

To apply send resume or make inquiry in confidence to:



**Richard J White
Groux-White Consulting, LLC
One Pelham Road
Lexington, MA 02421
Email: rickwhite58@verizon.net
Phone: 781-572-6332**

Screening Interviews will begin by the end of November

Town Government

Provincetown is governed by an elected five-member Select Board and Open Town Meeting. The Town Manager is appointed by the Select Board to manage the Town. The Select Board establish policies in collaboration with the Finance Committee, other Town committees as well as the professional municipal and school staff to formulate the Town's budget. An Open Town Meeting is held annually in the spring. It adopts the operating and capital budgets and acts on planning/zoning and other bylaws.

The Fiscal 2021 budget for the town, school, water and sewer operations and capital expenditures is \$28,392,441. Approximately 70% of these expenditures are funded through the real estate tax levy. The Town has 190 full time equivalent employees. The municipal web site provides additional information. Provincetown voters established the position of Town Manager by adoption of the charter in 1953 which has been revised as recently as 2017.

The Town of Provincetown

Incorporated in 1727, the Town of Provincetown was founded in 1620 on the farthest reaches of Cape Cod. It is located 115 miles (45 by air or sea) from Boston, 121 miles from Providence and 300 miles from NYC. Provincetown, although primarily a residential community, hosts business, retail dining and entertainment venues as well as an active marine economy. The Town's history is uniquely connected to his historical heritage. However, it is an evolving community, diverse beyond easy

description and forever changing and evolving in its makeup, demographics, and culture. Provincetown is an international and national destination for vacationers and tourists. It prides itself on its welcoming nature and is extremely popular with the LGBTQ community. Theatre, the arts, ocean recreation, an active celebratory summer activity calendar help define a big picture in- season community culture. Provincetown is more complex than first appearances and as such requires a thoughtful yet decisive leader capable of seeking first to understand before acting. Annual economic activity is estimated to exceed a half a billion dollars. Its population in season is well over 60,000 dwarfing its permanent population of 2,628. Almost 75% of the Town's 17.5 square miles lies inside the Cape Cod National Seashore. Visitors access the Town via highway, municipal airport, or high-speed ferry.

Desired Managerial Style, Experience and Education

Provincetown's next TM must be a teambuilder, a collaborator, a secure leader capable of engaging the staff, the Select Board, the Town's various committees, and the community's diverse and complex interests as a "manager/servant leader". A hierarchical leader will not succeed in Provincetown. Its next TM must be able to delegate and trust staff while providing periodic guidance, coaching and direction, but relying on the Town's various skilled "subject area experts" to do the work. The TM must be skilled at maximizing the resources of the community whether it be the Town's active and important retail sector, its marine businesses, the seasonal residents or the many talented committees, citizens groups

that make Provincetown a special and unique place. Successful outcomes can only be achieved by a leader who seeks first to understand, is thoughtful, considerate and understands the full environment before acting. That said, the Town's next TM will need to be decisive. S/he must be committed to transparency and unafraid of dealing with an active, vocal, and often opinionated citizenry.

Experience and demonstrated successful outcomes managing a complex public organization with a highly active and educated population is critical. S/he must be approachable as well as clear as to expectations with employees at all levels of the organization. Provincetown's next leader should make a strong personal and professional connection to the staff, the appointed and elected leaders, and the community.

A Master's degree in public or business administration is preferable. TM shall be a person especially fit by education, training, or previous experience in public administration to perform the powers and duties of the office. The Town Manager shall reside in Provincetown becoming a resident within six months of being hired. Salary range is \$175 to 195,000 A housing stipend will be considered for the right candidate as well as a very generous benefit package.





SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021



BUSINESS

~ B ~

REQUESTED BY:	Chair Curley
DESIRED ACTION:	To approve the Town Administrator, Search Consultant Contract
PROPOSED MOTION:	I move to approve the Town Administrator, search consultant contract to Richard White.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**TOWN OF WELLFLEET
SOLICITATION OF PRICE QUOTATIONS
EXECUTIVE SEARCH CONSULTING SERVICES FOR THE
RECRUITMENT AND SELECTION OF A TOWN ADMINISTRATOR**

A. Purpose of this Solicitation for Quotes

The Town of Wellfleet Select Board seeks consulting services for the recruitment and selection of an appropriate candidate for the position of Town Administrator for the Town of Wellfleet, Massachusetts.

B. Schedule

Interested parties shall submit a written quote for services. Quotes shall be received by Rebecca Roughley via email at Rebecca.roughley@wellfleet-ma.gov or in the Selectmen's Office, Wellfleet Town Hall, 300 Main Street, Wellfleet, MA 02667 **no later than 3:00 PM on November 10, 2021.**

C. Awarding Authority

The awarding authority is the Town of Wellfleet acting by and through its Select Board.

D. Clarification of Quotes

The Town of Wellfleet reserves the right to contact any party for the purpose of clarifying a quote and/or requesting additional information.

E. Confidentiality

Under Massachusetts General Laws, the Town cannot assure the confidentiality of any material or information that may be submitted by any parties in response to this Solicitation for Quotes. Thus, those who choose to submit confidential material or information do so at their own risk. Quotes received by the Town become public documents available for inspection by interested parties. All quotes received are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and to M.G.L. c. 4, § 7, cl. 26.

F. Quality Requirements

Each quote shall meet all of the following criteria:

1. Consulting agencies shall have been in business for a minimum of five years.
2. Consulting agencies shall have experience doing comparable satisfactory work for at least five municipalities.
3. Consulting agencies shall have at least two qualified persons available to work on this project who will be able to start work on the project within ten days of the award of the contract and be able to work continuously to complete the project at the earliest possible date consistent with professional performance.

G. Execution of Agreement

Upon the acceptance of a quote, the Town will prepare and submit an Agreement to the successful Consulting agency for signing. Incorporated by reference into the Agreement that is to be entered into by the Town and the successful Consulting agency pursuant to this Solicitation for Quotes will be:

All of the information presented in or with this Solicitation for Quotes and the Consulting agency's response thereto including

1. A Certificate of Tax Compliance and a Certificate of Non-Collusion.
2. A Certificate of Corporate Vote attesting to the authority of the person signing to bind the corporation, if applicable.
3. The Town reserves the right to negotiate the final price of the contract.

H. Required Format

Each applicant shall furnish all requested information in the formats specified by this Solicitation for Quotes. Specifically, each proposal shall, consist of the following:

Item 1: Transmittal Letter

The Consulting agency shall submit a transmittal letter signed by an authorized representative of the consulting agency and include the names of the individuals authorized to conduct business with the Town. The consulting agency's mailing address, telephone number and email address shall also be included.

Item 2: Quote

An email copy of the quote shall be sent to Rebecca Roughley at rebecca.roughley@wellfleet-ma.gov which must contain the following sections and information to be considered:

1. Describe the consulting agency's background, relevant experience in the business of providing recruitment and selection consulting services to municipal governments.
2. List cities or towns for which the consulting agency has done work in the past five years. This list should specifically identify the type of recruitment performed and the tenure of the hired candidate
3. At least three references from municipal clients worked for in the past five years. The Town reserves the right to solicit additional references. Poor references may be a basis for a determination the consulting agency is not a responsible bidder.
4. Specify the composition of the project team who will be providing the services specified in this Solicitation for Quotes, including appropriate resumes.
5. Provide a work plan outlining the consulting agency's proposed timetable for each aspect of the Work (see Detailed Requirements for Selected the consulting agency, below).
6. Provide samples of work, such as reports, a sample position profile, evaluation forms and other decision-making tools.
7. Show evidence of the consulting agency's knowledge of the Select Board/Town Manager model of government.
8. A price proposal which shall include all costs associated with the project and shall include a schedule of payments which shall be dependent upon completion of elements of work required by Scope of Services, Detailed Requirements. Quotes shall be emailed or delivered to the following address:

Rebecca Roughley – Rebecca.Roughley@wellfleet-ma.gov
Select Board's Office (Attn. Rebecca Roughley)
Wellfleet Town Hall
300 Main Street
Wellfleet, MA 02667

Quotes shall be received no later than 3 pm on November 10, 2021, in order to be considered. Late

submissions will be rejected and returned to the consulting agency unopened.

The selected consulting agency shall provide all services, labor, materials and facilities to perform the work as specified in the following Scope of Services.

Scope of Services for Selected Consulting Agency

1. Prepare, in consultation with the Select Board, a plan for the search, recruitment and selection of a candidate for the position of Town Administrator for the Town of Wellfleet. Consult with and assist Select Board in defining the appropriate roles and level of participation of the Select Board and the Search Committee in the overall search process.

The plan shall be presented in a written report and shall include the following:

- a) A profile of the position and a profile of the desired candidate, reflecting the qualities and attributes the Select Board believes the next Town Administrator should possess.
 - b) Specification of the process for receiving and screening resumes or applications for the position including criteria by which candidates are to be evaluated, along with background and preliminary reference checks.
 - c) Description of a detailed procedure for interviewing qualified candidates, which may include role-playing exercises deemed helpful to assess the sound judgment and capabilities of a candidate.
2. The consulting agency shall perform the following services following acceptance and approval of the plan to be developed as specified.
 - a) Prepare advertising for the position and assist in the selection of media for publication.
 - b) Conduct active recruitment of potential candidates known to the consulting agency and Town officials who may not respond to other recruiting measures.
 - c) Recommend in written reports to the Search Committee, all qualified candidates for further evaluation through an informal interview process which may be conducted by telephone (informal prescreen).
 - d) Assist with and participate with the Search Committee in the conduct of structured interviews with preliminarily qualified candidates. One interview may be held in executive session pursuant to Massachusetts law.
 - e) After completion of the recruiting and evaluation process to this point, recommend in writing the best qualified candidates, in consultation with the Search Committee, to be interviewed in a public meeting or meetings by the Select Board.

- f) Assist the Search Committee and Select Board with compensation issues.
 - g) Assist the Select Board in preparing for public interviews under the Massachusetts Open Meeting law of the best qualified candidates recommended by the Search Committee.
3. The consulting agency shall meet with the Search Committee as frequently and for such time as may be necessary to carry out his or her work and shall regularly update the Select Board as to the progression of the process.
 4. The principal shall be prepared to commit no fewer than (60) sixty hours to such meetings in the execution of this task.

**AGREEMENT FOR CONSULTING SERVICES FOR RECRUITMENT AND SELECTION
OF TOWN ADMINISTRATOR FOR THE TOWN OF WELLFLEET**

The following provisions shall constitute an Agreement between the Town of Wellfleet, acting by and through its Owner hereinafter referred to as "Town," and _____, with an address of _____, hereinafter referred to as "Contractor", effective as of the ____ day of _____, 2021. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with consulting services for recruitment and selection of the Town Administrator including the scope of services set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing _____, 2021 through _____.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$ _____. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.

2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract.

Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

Minimum Coverage	\$1,000,000 per occurrence
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Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

CERTIFICATIONS REQUIRED BY LAW

You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

**STATE
CERTIFICATIONS**

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

Further, per Executive Order of 481, I shall not knowingly use undocumented workers in connection with the performance of all Town of Wellfleet contracts; that pursuant to federal requirements, I shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that I shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). I understand and agree that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting me to sanctions, including but not limited to withholding of payments, contract suspension or termination.

Pursuant to M.G.L. Ch. 268A, this statement is to certify that no municipal employee of the Town of Wellfleet, nor any spouse, parent, child, brother or sister of such municipal employee, has any financial interest in the bidder on this proposal.

NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

REGISTRATION WITH THE MASSACHUSETTS SECRETARY OF STATE

If the undersigned is a Foreign Corporation (located outside of Massachusetts), I hereby certify that I comply with the provisions of Massachusetts General Laws, Chapter 30, Section 39L and Chapter 156D as they relate to Foreign Corporations and am registered and in good standing with the Massachusetts Secretary of State.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Contractor

CERTIFICATION AS TO PAYMENT OF STATE TAXES – Attachment C

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

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name
By: _____
Corporate Officer (if applicable)

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

CONTRACTOR

TOWN OF WELLFLEET

By

by its Board of Selectmen

Printed Name and Title

Approved as to Availability of Funds:

_____ (\$ _____)

Town Accountant

Contract Sum



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

VIII

BUISNESS

~ C ~

REQUESTED BY:	95 Lawrence Road Task Force ~ Elaine McIlroy
DESIRED ACTION:	To present to the board their decision on a developer for the 95 Lawrence Road affordable housing project
PROPOSED MOTION:	I move to approve the proposal of POAH/CDP to develop the rental housing at 95 Lawrence Road, Wellfleet MA 02667
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____



95 LAWRENCE TASK FORCE

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
[95 Lawrence Rd. Information](#) | [Wellfleet MA](#) (wellfleet-ma.gov)

November 16, 2021

To: Honorable Select Board Members

From: 95 Lawrence Task Force

Re: Recommendation of POAH/CDP to develop rental housing at 95 Lawrence Road.

The Town was fortunate to receive three creative responses from capable firms in response to the Request for Proposals (RFP) for the development of up to 46 rentals units at 95 Lawrence Road.

Proposals were received from two nonprofit developers with a comparable depth of experience, Preservation of Affordable Housing with the Community Development Partnership (POAH/CDP) and The Community Builders (TCB) and a newer for-profit developer Civico, which has been building a track record with mixed-use and affordable projects.

At the 14th meeting of the Task Force on November 8, 2021, the Task Force voted 7-1 as follows:

Voted that the 95 Lawrence Road Task Force recommendation to the Select Board for the development of 46 units of affordable housing at 95 Lawrence Road be the POAH/CDP proposal.

The Task Force came to this decision after months of detailed review of each proposal and due diligence, checking references, making site visits, having presentations from each developer, and carefully following 30B procurement procedures. We had the assistance of Laura Shufelt, our consultant from the Mass Housing Partnership (MHP), Assistant Town Administrator, Rebecca Roughley, and we also hired a very experienced outside consultant, Emily Achtenberg, to do an in-depth evaluation of the three proposed financial plans. The proposals were evaluated on the following criteria, scoring each area as Unacceptable, Advantageous or Highly Advantageous:

- Development Experience and Team Capacity
- Affordability
- Site Design
- Infrastructure and Green Design
- Building Design
- Financial Feasibility
- References, Site Visits, Interviews

POAH/CDP received the highest number of Highly Advantageous ratings offering a proposal that fully meets the desired range of affordability, a site design that maximizes the amount of the open space that can remain undisturbed offering a significant buffer from abutting properties, and the most robust plan for energy efficiency and sustainability through the use of solar panels and passive house building techniques. POAH/CDP brings in full services of management capabilities to the project.

Here are the highlights in each area that led to the decision to recommend POAH/CDP

Development Experience and Team Capacity

With over 12,000 apartment homes, POAH has significant experience in the development, financing, and management of many projects of similar scope. They have owned and operated affordable housing on Cape Cod since 2009, including a project in Bourne, where they built and operate a “zero net-nitrogen” wastewater treatment plant. Their most recent project on the Cape, Brewster Woods, is currently under construction. POAH assisted Brewster in getting a MassWorks grant for the project. Brewster Assistant Town Administrator, Donna Kalinick, project manager for the Town, wrote that “POAH has been an active partner, attending construction meetings, working with abutters, and responding to all questions and concerns from the Town.”

POAH has a strong record of management of their projects, putting significant emphasis on resident services and the importance of creating a sense of community, collaborating with residents themselves on service to be provided. We believe this is vitally important to the success of the project.

POAH is based in Boston and has excellent relations with State agencies and a successful track record securing funding. Their President and Chief Executive, Aaron Gornstein, formerly served as the Executive Director of the Citizens Housing and Planning Association, (CHAPA) and as Undersecretary to the Massachusetts Department of Housing and Community Development, (DHCD).

POAH’s team includes Studio G Architects, led by founder and Managing Principal, Gail Sullivan FAIA, who owns a home in Wellfleet. Ms. Sullivan will serve as the lead architect.

Coastal Engineering of Orleans will provide engineering services for the project.

We believe the POAH/ CDP team with its breadth and depth of experience, combined with local knowledge, will be an excellent partner working with the Town and all stakeholders on this project.

Affordability

The proposal from POAH/CDP meets the range of affordability most desired in the RFP. In the evaluation of the financial proformas conducted, POAH's proposal was the only one that proposed a bedroom mix that is in full compliance with the Department of Housing and Community Development (DHCD) threshold requirements offering sixteen 1BRs, twenty-five 2BRs, and five 3BRs. This aligns well with our target market for the project.

Site Design and Building Design

The POAH/CDP site design has 9 buildings clustered and designed to create as much of a buffer as possible between abutting properties and leaves as much of the site undisturbed as possible. It clusters seven townhouse buildings with three or four apartments each and one community building on the upper portion of the site. The lower portion of the site has one building with twenty-two one- and two-bedroom apartments and an elevator, providing high energy efficiency and ease of access. This leaves a significant portion of the site on Long Pond Road untouched. The parking for this building is on the ballfield side of the building, with enhanced landscaping on the Long Pond Road side of the building.

We feel that the amount of buffer and green space the POAH/CDP proposal achieves is a very important element for the project.

The building design proposed by POAH/CDP has simple and clean lines, inspired by the midcentury modern architecture for which the Cape is known worldwide. This approach to a more modern design and layout of the windows, when compared with the more traditional approach of the other proposals, allows more light and air to the great benefit of the tenants.

We feel the design has substance and style and will be a model of sustainability in which the tenants and the Town can take pride.

Infrastructure and Green Design

POAH proposed the most robust and clearest proposal to achieve the highest energy efficiency by using solar panels and passive house building techniques. The design aims for net zero energy, producing as much energy as the development consumes on an annual basis.

The team includes an Energy/Sustainability Consultant who is a certified Passive House Consultant with the firm Building Evolution.

We feel it is an exciting opportunity for the Town and the future residents of 95 Lawrence Road and is also the most responsible course to take to build a project with the maximum level of efficiency and environmental sustainability.

Financial Feasibility

An evaluation of the financial proformas by the Task Force's Consultant, affirmed that the proposals from POAH/CDP and TCB were reasonable and feasible. The proposal from Civico could not be evaluated fully based on the information in their proposal.

Please see the attached evaluations.

References, Site Visits and Interviews

All three developers received Highly Advantageous ratings in this category, supporting the fact that the Town was fortunate to have received strong proposals to consider.

Additional Comments

The Task Force is mindful of the fact that aspects of this project will evolve as design, permitting, and the final financing structure, including possible local contributions, change over time. The Task Force stands ready to work with the Town as this project progresses.

Respectfully submitted,

95 Lawrence Road Rental Housing Task Force

Elaine McIlroy, Chair
Gary Sorkin, Co-chair
Kathleen Bacon
Jim Hood
Jay Horowitz
Olga Kahn
Jan Plaue
Harry Terkanian

95 Lawrence Evaluations

Developer	Evaluation Criteria	Mcllroy	Terkanian	Kahn	Bacon	Hood	Sorkin	Horowitz	Plaue	Unacceptable	Advantageous	Highly Advantageous
CIVICO	Development Team	A	A	A	H	A	A	A	A	0	7	1
	Affordability	A	A	A	H	A	A	A	U	1	6	1
	SiteDesign	A	A	A	H	A	A	A	H	0	6	2
	Infrastructure	H	H	H	H	H	A	H	H	0	1	7
	Building Design	A	A	A	H	A	A	A	A	0	7	1
	Financial Feasibility	A	A	U	H	A	U	A	U	3	4	1
	References	H	H	H	H	H	H	H	H	0	0	8
	Totals									4	31	21
POAH & CDP	Development Team	H	H	H	H	H	H	H	H	0	0	8
	Affordability	H	H	H	A	H	H	H	H	0	1	7
	SiteDesign	A	H	H	U	H	A	H	A	1	3	4
	Infrastructure	H	H	H	A	H	H	H	H	0	1	7
	Building Design	A	H	H	U	H	A	H	U	2	2	4
	Financial Feasibility	H	H	A	U	A	H	A	A	1	4	3
	References	H	H	H	H	H	H	H	H	0	0	8
	Totals									4	11	41
TCB	Development Team	H	H	H	H	A	H	H	H	0	1	7
	Affordability	H	H	H	A	H	H	H	H	0	1	7
	SiteDesign	A	H	A	A	A	A	A	A	0	7	1
	Infrastructure	A	H	H	A	A	A	H	H	0	4	4
	Building Design	A	H	A	A	A	A	A	A	0	7	1
	Financial Feasibility	H	H	A	A	H	H	A	A	0	4	4
	References	H	H	H	H	H	H	H	H	0	0	8
	Totals									0	24	32

Emily P. Achtenberg
Housing Policy & Development Consultant
47 Halifax Street
Boston, MA 02130
617-365-3775
ejpa@aol.com

MEMORANDUM

TO: 95 Lawrence Road Task Force
FROM: Emily Achtenberg
Date: October 27, 2021
Re: Evaluation of Financial Proposals

At your request, I have reviewed the financial proposals submitted by TCB, POAH-CDP, and Civico, along with the developers' responses to the Town's subsequent request for clarification of their proformas.¹ My findings are detailed below and in the accompanying charts. The most significant issues identified are highlighted for emphasis.

TCB

Unit Mix & Rents

- The proposed unit mix includes 6 LIHTC/ MRVP units serving households at 30% AMI (the minimum required by DHCD for this project), 27 LIHTC units at 60% AMI, and 13 units at 80% AMI, for a total of 46 affordable units (100%). The rents in all categories support the affordability levels and are consistent with program requirements.
- LIHTC rents are set approximately 12-13% below the maximum limits, making the units more accessible, affordable, and marketable. No similar "cushion" is provided for the 80% AMI (Workforce) units.
- The proposed BR mix includes 8 studios, 20 1BRs, 13 2BRs, and 5 3BRs. The combined 2BR + 3BR count (39%) is much lower than DHCD's threshold requirement for family housing (65%), although the 10% threshold for 3BR units is met. This is of concern for competitive funding.²

Income/ Expenses, Operating Budget

- Total operating expenses of \$9,500 per unit are consistent with industry standards for comparable projects. Management fee of 5% is reasonable.
- Utility costs of \$761 per unit are low, reflecting common area costs only (tenants pay for heat, hot water, lights, and plugs). Note: it is not clear whether projected water/ sewer costs include the development's required share of the wastewater system operation.

¹ For Civico, per instruction of the Assistant Town Administrator, the analysis is limited to the information provided in the developer's initial submission, since the developer's subsequent submission was deemed not to represent a clarification.

² DHCD may allow exceptions for localities with a Subsidized Housing Inventory (SHI) of less than 12%, but this is not clear.

- Payroll costs are reasonable, reflecting part-time management, maintenance, and resident services staffing at the site.
- The initial Debt Service Coverage Ratio (Net Operating Income divided by Annual Debt Service) of 1.81 is high, typically 1.15 – 1.20. This reflects the declining NOI over time shown in the 10-year operating proforma, causing the debt to be sized in Year 16 at a limited amount (see below).

Development Costs

- Total development costs of \$420,400 per unit are in line with current estimates for comparable projects.
- Per SF construction costs (\$212) are low, but total per sf costs including site work, wastewater infrastructure, and contingency (\$334) are consistent with current industry standards for high-cost markets.
- Soft costs and financing costs (at 22% of hard costs) and reserves at \$10,000 per unit are consistent with comparable tax credit developments.
- Developer fee complies with DHCD guidelines.

Sources of Funds

- The project is proposed to be funded primarily (63%) through equity from the sale of federal and state tax credits. The assumptions for these sources are reasonable.
- Another 26% of costs will be funded through soft debt, primarily from DHCD (\$67,222 per unit) and Masshousing's Workforce Housing program (\$100,000 per unit). These assumptions are also reasonable.
- Another 3.4% of costs (\$650,000, or \$14,130 per unit) are proposed to be funded by the Town and County, to satisfy DHCD's required local match; also reasonable.
- The first mortgage of \$1.33 million represents only 7% of total costs, due to the NOI constraints noted above. The proposed financing terms are reasonable; however, likely for the same reason, the term of the note is contemplated to be only 10 years, necessitating a refinancing of the balloon mortgage at that time. This narrows the range of financing options and could potentially be problematic in the future. This issue requires further discussion.
- TCB will defer a significant portion of the developer fee (38%) in order to enhance project feasibility and reduce public subsidy (this will be recovered from cash flow over time).

POAH-CDP

Unit Mix & Rents

- The proposed unit mix includes 8 LIHTC/ S8-PBV units affordable to households at 30% AMI and 27 LIHTC units at 60% AMI, for a total of 35 restricted affordable units (76%). The proposed rents support the affordability levels and are consistent with program requirements.
- The remaining 11 units are underwritten at affordable levels (60-80% AMI), but are proposed to be rented without restriction. This poses potential funding and feasibility constraints (see below), and may require further discussion.
- LIHTC rents are set approximately 5% below the maximum limits, providing a small marketing/ affordability window. The market rents appear to be well below-market.

- The BR mix includes 16 1BRs, 25 2BRs, and 5 3BRs, in full compliance with DHCD's threshold requirements.

Income/ Expenses, Operating Budget

- Total operating expenses of \$9,606 are reasonable, as is the management fee of 4.8%. These numbers are very close to TCB's.
- Utility costs at \$1,732 per unit are significantly higher than TCB's, reflecting the inclusion of all utilities (except electric lights/ plugs) in rent, as well as the project's share of wastewater facility operations.
- Payroll costs are reasonable, reflecting proposed part-time management, maintenance, and resident services staffing on-site.
- Property taxes at \$300 per unit are only a fraction (20-50%) of likely assessed taxes, reflecting POAH's assumption of a substantial tax abatement. This is based on CDP's experience with a PILOT tax agreement in Harwich. This is a potentially innovative solution but requires more detailed discussion and exploration, e.g. with respect to: whether a home rule petition would be required; whether the Town is willing and able to provide this additional contribution; and, if not, whether there is an alternative path to feasibility.
- The Debt Service Coverage ratio of 1.15 is reasonable.

Development Costs

- Total development costs of \$438,200 per unit are consistent with comparable projects, and are similar to TCB's estimates.
- Per SF construction costs (\$321) are in line with current industry standards. Total per sf costs including site work, wastewater, infrastructure, and 5% contingency (\$363) are on the high side, but reflective of the site's complexity.
- Soft costs and financing costs (at 20% of hard costs) are standard for a tax credit project.
- Developer fee complies with DHCD guidelines. A small portion (13%) is proposed to be deferred.

Sources of Funds

- The project will be funded primarily (62%) through equity from the sale of federal, state, and solar tax credits. All assumptions appear to be reasonable.
- Only 16% of costs will be funded through soft debt, all from DHCD (\$71,739 per unit, including the Massworks loan). As currently proposed, the project is not eligible for Workforce Housing funds because the "workforce units" are not income-restricted. This represents an opportunity cost of \$1.1 million to the project, which could reduce (or eliminate) the need for a property tax abatement.
- Another 3.7% of costs (\$750,000 or \$16,300 per unit) are proposed to be funded from Town and County sources. This is a slightly higher "ask" from the Town compared to TCB's proposal, but still appears reasonable.
- The first mortgage of \$3.4 million represents 17% of total costs, but is feasible only with the proposed tax abatement. The financing terms are reasonable.
- A deferral of 13% of the developer fee is proposed.

CIVICO

Unit Mix & Rents

- The proposed unit mix includes 4 S8-PBV units affordable to households at 30% AMI (fewer than the 6 minimum required by DHCD for this project). There are also 29 units at 80% AMI, for a total of 33 affordable units (71%).
- The remaining 15 units are targeted to households at 110% AMI. The overall unit mix provides less affordability than the other 2 proposals, reflecting the absence of tax credit equity funding.
- Rents for the 80% and 110% AMI units provide a marketing window/ cushion ranging from 2%-16% (assuming all utilities are included in the rent).³ The rent provided for the 30% AMI units (\$494) clearly is not the S8 PBV contract rent, and therefore cannot be evaluated for underwriting purposes.
- The proposed BR mix includes 16 1BRs, 24 2BRs, and 6 3BRs, in compliance with DHCD's threshold requirements.

Income/ Expenses, Operating Budget

- The gross potential income provided in the 10-Year Operating Budget cannot be reconciled with the proposed rent schedule (even assuming the maximum S8 PBV contract rent). Accordingly, the feasibility of the income/ expense projections cannot be evaluated.
- Total operating expenses of \$8,947 per unit, including all utilities, are on the low side for comparable family developments. Operating and maintenance costs, in particular, are 50% lower than POAH's projections and 33% lower than TCB's. No resident services are budgeted.
- The Debt Service Coverage ratio of 1.20 is reasonable

Development Costs⁴

- Total development costs of \$318,005 per unit are low for comparable projects, and are 25-30% lower than TCB's and POAH's projections.
- Soft costs and reserves are understandably lower, in the absence of tax credits, but construction costs per sf (\$278) are also 20-25% lower. This estimate is well below current industry benchmarks.
- In contrast to the other bidders, Civico proposes a land acquisition payment of \$765,000.

Sources of Funds

- In contrast to the other proposals, Civico's financial plan includes no equity from tax credits or other sources, and relies heavily (61%) on amortizing first mortgage debt.
- Another 30% of costs are reasonably proposed to be funded through soft debt, from DHCD and Masshousing's Workforce program, and another 4% (\$575,000) from local sources.
- In addition, Civico will defer close to half of its developer fee as a source of project funds.

³ Inferred from operating budget.

⁴ Note: total costs as computed exceed the developer's proforma total by \$75,000; this represents either a duplication in uses or a gap to be filled by additional sources. .

- Overall, the preponderance of amortizing debt which must be supported by rental income makes this plan, and its affordability objectives, more vulnerable to interest rate and operating expense risk. As noted above, the feasibility of debt service levels as currently proposed cannot be evaluated, due to deficiencies in the rental income projections provided by the developer. In addition, Civico is assuming a 3.88% interest rate, which is aggressive for a closing that is at least two years away.

95 LAWRENCE ROAD TIMELINE

August 2018 - Town receives a grant from the Massachusetts Housing Partnership (MHP) to conduct a site feasibility study of 95 Lawrence Road.

April 22, 2019 - Article 42 on the Annual Town Meeting warrant passed unanimously authorizing a long-term lease of six acres at 95 Lawrence Road for affordable housing

May 28, 2019 - Town Administrator appoints the 95 Lawrence Road Task Force to develop the town's Request for Proposals (RFP), evaluate proposals and make a recommendation to the Select Board

June 21, 2019 - First of 32 public meetings of the 95 Lawrence Road Task Force to develop a Request for Proposal for a developer. Technical support provided to the Task Force throughout the process by the Massachusetts Housing Partnership (MHP).

January 6, 2020 - The 95 Lawrence Road Task Force hosted a well-attended Community Engagement Forum at the senior center

May 5, 2020 - Select Board held a public meeting to review the draft Request for proposal (RFP) and design guidelines

September 22, 2020 - Select Board approves RFP pending addition of information from the wastewater study

November 19, 2020 - Commonwealth of Massachusetts awards a \$2.5 million MassWorks grant to Wellfleet to upgrade the water system.

March 9, 2021 - Select Board approves the Request for Proposal

May 12, 2021 - 95 Lawrence Road Rental Homes project announced in the Central Register.

August 2, 2021 - Deadline for proposals from developers in response to the RFP
Estimated timeline after proposals are submitted

August 21, 2021 - At the invitation of an abutter to the project, members of the Task Force and Select Board Chair, Ryan Curley meet with abutters to 95 Lawrence Road to discuss the process and answer questions

August – November 2021 - Evaluation and scoring of proposals by Task Force Evaluation Committee

September 10, 2021 – All three developers presented at a 95 Lawrence Task Force public meeting

October 27, 2021 – Financial proforma was completed by Emily Achtenberg

November 8, 2021 - Evaluation Committee makes recommendation to Select Board

THE REQUEST FOR PROPOSAL(RFP) AND THE PROCUREMENT PROCESS

On May 12, 2021, the Town issued a detailed request for proposals (RFP) for the development of affordable housing at 95 Lawrence Road.

The 95 Lawrence Road Task Force was charged with evaluating the developer proposals received for that project and recommending to the Selectboard a developer to be selected.

That RFP required developers to hold their proposals open until December 2, 2021, beyond which date the developers are no longer bound by their proposals.

In conducting its recommendation, the Task Force is largely constrained with evaluating the proposals as received. In performing this task, Massachusetts procurement law allows limited opportunities to solicit additional information such as site visits to other developer projects, presentations by the developers, reference checks, and requests for clarifying information (the same questions must go to each responding developer and cannot ask for “new” information), all of which the Task Force has done over the course of fourteen meetings and several site visits.

The Task Force’s recommendation reflects the Task Force’s determination that at this point in time: (i) the recommended developer has the track record, management team, financial capacity, and other relevant expertise to construct and manage the project; and (ii) the proposed design substantially meets the design specifications set forth in the RFP.

It is important to note that the recommendation is only the first of several steps in the development process and that design elements can, and likely will, change as the rest of the process plays out.

After the Task Force recommendation, the Selectboard must make the final selection of a developer. Once a developer has been selected, a land disposition agreement is negotiated between the Town and the selected developer. This agreement carefully defines project details and forms the basis of a long-term lease of the property to the developer once permitting and financing has been completed.

The project will also require one or more permits and/or variances from the Zoning Board of Appeals under the Town’s zoning bylaw; a process that includes one or more public hearings and additional opportunities for ZBA and community input into the design.

RFP Summary

The RFP seeks a developer to design, construct, operate and manage no more than 46 units of affordable housing on 6 acres of land at 95 Lawrence Road

- The RFP seeks a developer and development team with significant experience in the development of projects of similar scope, including design, permitting, financing, marketing, and management
- The developer has included 44% of the cost of Phase I of the wastewater system in the proposal
- Units should be affordable to households with incomes between 30% and 120% of the area median.
- The preliminary site design should include a mix of residential building types that meet Wellfleet's need with design and landscaping consistent with Wellfleet's character
- The RFP seeks a development that:
 - ⇒ is sensitive to the neighborhood and adjacent properties
 - ⇒ are energy efficient meeting green design standards for LEED, Passive House, Net Zero, or other comparable programs
 - ⇒ provides adequate parking for residents and visitors
 - ⇒ uses the natural topography as much as feasible
 - ⇒ keeps natural buffer with surrounding residential neighbors
 - ⇒ maintains and enhances natural vegetation along Long Pond Road
 - ⇒ has interior design and layouts to meet a variety of household sizes and mobility needs
 - ⇒ maximizes soundproofing between units
 - ⇒ provides community space for residents and office space for management
 - ⇒ Includes common outdoor and recreation areas
 - ⇒ Has ample storage for residents
 - ⇒ includes exterior lighting that minimizes the impact on neighbors and the night sky
 - ⇒ underground utilities
 - ⇒ onsite laundry facilities
 - ⇒ has two access points on Lawrence Rd. and an efficient and safe internal traffic flow

MHP
2021 INCOME LIMITS FOR AFFORDABLE UNITS

COVID-19 Note: Property owners and rental agents of affordable housing should refer to the Massachusetts Department of Housing and Community Development's guidance here to operators and owners, with regard to rent increases at their properties:

Note: These income limits are based on U.S. Department of Housing and Urban Development (HUD) income limits for 2021, which are effective until new income limits for 2022 are published by HUD (typically in the first week of April of 2022).

At least 20% of the units in an MHP-financed project must be affordable to households earning no more than 50% of the area median income, or at least 40% of the units must be affordable to households earning no more than 60% of the area median income, or at least 50% of the units must be affordable to households earning no more than 80% of the area median income. Alternatively, at least 25% of the units in each project must be rented to households earning less than 80% of the median area income, provided that the maximum allowable restricted rents are at least 10% below comparable market rents. The MHP requires that tenants in affordable units meet income-eligibility guidelines, and also requires that the rents for the affordable units not exceed the Maximum Allowable Rents published annually by the MHP. "TC" refers to Multifamily Tax Subsidy Income Limits and are to be used for projects funded with tax credits. Please contact the MHP for more information about determining the income-eligibility of tenants. Here are the current income requirements for new tenants in affordable units:

	<u>Area Median Income</u> (AMI)	<u>1 PERSON</u>	<u>2 PERSON</u>	<u>3 PERSON</u>	<u>4 PERSON</u>	<u>5 PERSON</u>	<u>6 PERSON</u>	<u>7 PERSON</u>	<u>8 PERSON</u>
Barnstable Town, MA	30% AMI	20,450	23,350	26,250	29,150	31,500	35,580	40,120	44,660
	50% AMI	34,050	38,900	43,750	48,600	52,500	56,400	60,300	64,200
	TC 50% AMI	34,050	38,900	43,750	48,600	52,500	56,400	60,300	64,200
	60% AMI	40,860	46,680	52,500	58,320	63,000	67,680	72,360	77,040
	TC 60% AMI	40,860	46,680	52,500	58,320	63,000	67,680	72,360	77,040
	80% AMI	54,450	62,200	70,000	77,750	84,000	90,200	96,450	102,650
	110% AMI	74,910	85,580	96,250	106,920	115,500	124,080	132,660	141,240
Boston-Cambridge-Quincy, MA	30% AMI	28,200	32,200	36,250	40,250	43,500	46,700	49,950	53,150
	50% AMI	47,000	53,700	60,400	67,100	72,500	77,850	82,500	88,600
	TC 50% AMI	47,000	53,700	60,400	67,100	72,500	77,850	83,250	88,600
	60% AMI	56,400	64,440	72,480	80,520	87,000	93,420	99,000	106,320
	TC 60% AMI	56,400	64,440	72,480	80,520	87,000	93,420	99,900	106,320
	80% AMI	70,750	80,850	90,950	101,050	109,150	117,250	125,350	133,400
	110% AMI	103,400	118,140	132,880	147,620	159,500	171,270	181,500	194,920
Brockton, MA	30% AMI	21,000	24,000	27,000	29,950	32,350	35,580	40,120	44,660
	50% AMI	35,000	40,000	45,000	49,950	53,950	57,950	61,950	65,950
	TC 50% AMI	37,100	42,400	47,700	53,000	57,250	61,500	65,750	70,000
	60% AMI	42,000	48,000	54,000	59,940	64,740	69,540	74,340	79,140
	TC 60% AMI	44,520	50,880	57,240	63,600	68,700	73,800	78,900	84,000
	80% AMI	55,950	63,950	71,950	79,900	86,300	92,700	99,100	105,500
	110% AMI	77,000	88,000	99,000	109,890	118,690	127,490	136,290	145,090

MHP
2021 INCOME LIMITS FOR AFFORDABLE UNITS

	<u>Area Median Income (AMI)</u>	<u>1 PERSON</u>	<u>2 PERSON</u>	<u>3 PERSON</u>	<u>4 PERSON</u>	<u>5 PERSON</u>	<u>6 PERSON</u>	<u>7 PERSON</u>	<u>8 PERSON</u>
Easton-Raynham, MA	30% AMI	26,750	30,600	34,400	38,200	41,300	44,350	47,400	50,450
	TC 50% AMI	44,950	513,350	57,750	64,150	69,300	74,450	79,550	84,700
	60% AMI	53,520	61,140	68,760	76,380	82,500	88,620	94,740	100,860
	TC 60% AMI	53,940	61,620	69,300	76,980	83,160	89,340	95,460	101,640
	80% AMI	55,950	63,950	71,950	79,900	86,300	92,700	99,100	105,500
	110% AMI	98,120	112,090	126,060	140,030	151,250	162,470	173,690	184,910
New Bedford, MA	30% AMI	17,700	20,200	22,750	26,500	31,040	35,580	40,120	44,660
	50% AMI	29,450	33,650	37,850	42,050	45,450	48,800	52,150	55,550
	TC 50% AMI	35,350	40,400	45,450	50,450	54,500	58,550	62,600	66,600
	60% AMI	35,340	40,380	45,420	50,460	54,540	58,560	62,580	66,660
	TC 60% AMI	42,420	48,480	54,540	60,540	65,400	70,260	75,120	79,920
	80% AMI	47,150	53,850	60,600	67,300	72,700	78,100	83,500	88,850
	110% AMI	64,790	74,030	83,270	92,510	99,990	107,360	114,730	122,210
Providence-Fall River, RI-MA	30% AMI	18,200	20,800	23,400	26,500	31,040	35,580	40,120	44,660
	50% AMI	30,300	34,600	38,950	43,250	46,750	50,200	53,650	57,100
	TC 50% AMI	32,650	37,300	41,950	46,600	50,350	54,100	57,800	61,550
	60% AMI	36,360	41,520	46,740	51,900	56,100	60,240	64,380	68,520
	TC 60% AMI	39,180	44,760	50,340	55,920	60,420	64,920	69,360	73,860
	80% AMI	48,450	55,400	62,300	69,200	74,750	80,300	85,850	91,350
	110% AMI	66,660	76,120	85,690	95,150	102,850	110,440	118,030	125,620
Taunton-Mansfield-Norton, MA	30% AMI	21,000	24,000	27,000	29,950	32,350	35,580	40,120	44,640
	50% AMI	35,000	40,000	45,000	49,950	53,950	57,950	61,950	65,950
	TC 50% AMI	40,850	46,700	52,550	58,350	63,050	67,700	72,400	77,050
	60% AMI	42,000	48,000	54,000	59,940	64,740	69,540	74,340	79,140
	TC 60% AMI	49,020	56,040	63,060	70,020	75,660	81,240	86,880	92,460
	80% AMI	55,950	63,950	71,950	79,900	86,300	92,700	99,100	105,500
	110% AMI	77,000	88,000	99,000	109,890	118,690	127,490	136,290	145,090

MHP
2021 INCOME LIMITS FOR AFFORDABLE UNITS

	<u>Area Median Income</u> <u>(AMI)</u>	<u>1 PERSON</u>	<u>2 PERSON</u>	<u>3 PERSON</u>	<u>4 PERSON</u>	<u>5 PERSON</u>	<u>6 PERSON</u>	<u>7 PERSON</u>	<u>8 PERSON</u>
Western Worcester County, MA	30% AMI	18,350	21,000	23,600	26,500	31,040	35,580	40,120	44,660
	50% AMI	30,600	35,000	39,350	43,700	47,200	50,700	54,200	57,700
	TC 50% AMI	30,600	35,000	39,350	43,700	47,200	50,700	54,200	57,700
	60% AMI	36,720	42,000	47,220	52,440	56,640	60,840	65,040	69,240
	TC 60% AMI	36,720	42,000	47,220	52,440	56,640	60,840	65,040	69,240
	80% AMI	48,950	55,950	62,950	69,900	75,500	81,100	86,700	92,300
	110% AMI	67,320	77,000	86,570	96,140	103,840	111,540	119,240	126,940
Worcester, MA	30% AMI	20,800	23,750	26,700	29,650	32,050	35,580	40,120	44,660
	50% AMI	34,600	39,550	44,500	49,400	53,400	57,350	61,300	65,250
	TC 50% AMI	36,400	39,500	44,500	49,400	53,400	57,350	61,300	65,250
	60% AMI	41,520	47,460	53,400	59,280	64,080	68,820	73,560	78,300
	TC 60% AMI	41,520	47,460	53,400	59,280	64,080	68,820	73,560	78,300
	80% AMI	55,350	63,250	71,150	79,050	85,400	91,700	98,050	104,350
	110% AMI	76,120	87,010	97,900	108,680	117,480	126,170	134,860	143,550
Dukes County, MA	30% AMI	23,100	26,400	29,700	33,000	35,650	38,300	40,950	446,640
	50% AMI	38,500	44,000	49,500	55,000	59,400	63,800	68,200	72,600
	TC 50% AMI	38,500	44,000	49,500	55,000	59,400	63,800	68,200	72,600
	60% AMI	46,200	52,800	59,400	66,000	71,280	76,560	81,840	87,120
	TC 60% AMI	46,200	52,800	59,400	66,000	71,280	76,560	81,840	87,120
	80% AMI	59,200	67,650	76,100	84,550	91,350	98,100	104,850	111,650
	110% AMI	84,700	96,800	108,900	121,000	130,680	140,360	150,040	159,720
Nantucket County, MA	30% AMI	25,750	29,400	33,100	36,750	39,700	42,650	45,600	48,550
	50% AMI	42,900	49,000	55,150	61,250	66,150	71,050	75,950	80,850
	TC 50% AMI	47,600	54,400	61,200	68,000	73,450	78,900	84,350	89,800
	60% AMI	51,480	58,800	66,180	73,500	79,380	85,260	91,140	97,020
	TC 60% AMI	57,120	65,280	73,440	81,600	88,140	94,680	101,220	107,760
	80% AMI	58,950	67,350	75,750	84,150	90,900	97,650	104,350	111,100
	110% AMI	94,380	107,800	121,330	134,750	145,530	156,310	167,090	177,870



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

VIII

BUISNESS

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REQUESTED BY:	Chair Ryan Curley
DESIRED ACTION:	Discuss and approve the letter written regarding the use of ARAP fund
PROPOSED MOTION:	I move to approve a letter be sent on behalf of the Wellfleet Selectboard to the county regarding the ARAP funds.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

Dear Honorable Members of the Barnstable County Assembly and County Commissioners,

We would like to take this opportunity to give our input on how the County should use the \$41 million received as ARPA funds. Although we recognize that there are many possible competing uses for these funds, a use that the county has not discussed is the critical need for affordable housing. The guidance provided by the US Treasury on allowable uses of ARPA funds includes affordable housing and housing support. Senator Cyr and Representative Peake have proposed allocating up to \$3.5 million of the Commonwealth's ARPA funds towards these critical needs in Barnstable County. Allocating a significant portion of the County's ARPA funds towards housing will significantly impact Cape Cod's most vital and immediate need. Cape Cod is experiencing a housing crisis, and the lack of housing that is either affordable or attainable is severely impacting area businesses, governments, residents, and families. At this juncture, we need to allocate the maximum possible to provide housing and do so immediately. If we fail to take action as a region, the results will be dire.

Even now, in the offseason, businesses are still struggling to fill their workforces. Nearly every business has a sign out front reading now hiring. It's one of the first signs you see when coming over the bridge. Businesses are still operating with reduced hours because there are not enough workers for the available jobs right now, let alone the demands of the shoulder and peak seasons. Our shortage of permanent resident workers is threatening the year-round viability of our area's businesses.

Collectively Barnstable County has the highest median age in Massachusetts of 53.3. Our demographics mean there is a great demand for services to care for our aging population. However, there are nowhere near enough workers capable and qualified to provide these services. Our housing issues are driving this shortage. From a strictly economic standpoint, those who would choose to move here can do the same work somewhere else for the same pay and have lower housing costs. Barnstable County is uncompetitive and lucky that those with ties to the area are willing to remain here when they could easily take a similar position elsewhere. Cape-wide, primary care physicians are retiring without new providers to take on their workload. In some medical systems, a wait time of five to six weeks for pre-existing patients to see their primary care provider has become common.

The existing free-standing rental stock is shrinking. When a property is sold, families are being forced to move, and they are finding that there are no available housing units on the Cape. These rental units are not being replaced by either the cycling in of other units or by new construction. Long-time local families are being forced to leave the Cape, and it is tearing the heart out of our communities. This is part of a long-term trend it has accelerated to an extent where we are looking at the loss of our social structures in real-time. There is nowhere to rent, and there is very little to no attainable real estate inventory for people to buy. What choice is left to families but to leave? Housing insecurity is extraordinarily detrimental to mental health and child development. Enrollments are declining in local schools, and everyone on the Cape knows a young family or multiple families that have moved to have better or more secure housing, and with them, the Cape is losing its future.

The Cape Cod & Islands Association of Realtors reports that the YTD median single-family home has sold for \$610,000, up 22.5% from last year. They have also reported a near steady month after month in the median sale price, and houses are selling for 101.1% of their listing price. In our town of Wellfleet, the median price YTD is \$802,500 and has increased by over 33% since last year. We have passed the point where housing was unaffordable to now enter the point where one can afford to buy their own home.

At a government level, we are struggling to hire even high-paying positions with excellent benefits. Across the Cape, candidates take a job and then be forced to leave when they can not find housing or are turning down job offers due to it or simply not applying. The further out on the Cape, the worse this problem becomes as it becomes feasible for qualified personal to commute. Local governments will either have to reduce the services available to our residents, or the expense borne by the taxpayers will have to increase to make the positions make economic sense to the candidates.

The Cape is no longer looking at the long term but the near-term extenuation of our communities. There will be a loss of year-round businesses, losses in the quality and availability of medical care, severely impaired governmental services, a loss of community, and increased mental health issues. We are in an existential crisis, there are certainly many things that would be nice to have, but right now, there is one thing above all others that we need to have housing. The County has been presented with a unique opportunity to step forward and make a meaningful contribution to addressing the region's most dire need. This opportunity will not present itself again.

We are reminded of the Rhyme of the Ancient Mariner becalmed in the expansive sea without relief with,

“Water, water, every where,
Nor any drop to drink..”

In the case of Cape Cod, it would read:

Houses, houses everywhere
Nor any place to call home.

Appendix A.

[US Treasury CSLFRF FAQs](#)

2.11. How does the Interim Final Rule help address the disparate impact of COVID-19 on certain populations and geographies?

In recognition of the disproportionate impacts of the COVID-19 virus on health and economic outcomes in low-income and Native American communities, the Interim Final Rule identifies a broader range of services and programs that are considered to be in response to the public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services are eligible uses when provided in a Qualified Census Tract (QCT), to families living in QCTs, or when these services are provided by Tribal governments.

Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic. In identifying these disproportionately-impacted communities, recipients should be able to support their determination for how the pandemic disproportionately impacted the populations, households, or geographic areas to be served.

Eligible services include:

- Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;
- Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;
- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and
- Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

[US Treasury SLFRP-Fact-Sheet-FINAL1-508A](#) in addition to identifying an eligible demographic as low-income families and communities of color and provides additional guidance.

3. Serving the hardest-hit communities and families

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts[...] Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households.

Eligible services include:

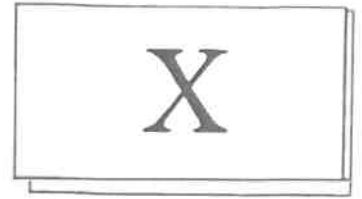
- Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;
- Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;
- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and
- Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

<https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf>



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021



TOWN ADMINISTRATORS & ASSISTANT TOWN ADMINISTRATOR REPORTS

- Please see selectboard packet

To: Selectboard
From: Charles L. Sumner, Interim Town Administrator &
Rebecca Slick, Assistant Town Administrator
Subject: Weekly Report
Date: November 18, 2021

The following is a summary of activities in the Town Administrator's Office for the period of November 5, 2021, through November 18, 2021.

1. Building Department:

Hilary Lemos, our Health and Conservation Agent provided notice for a public workshop on the Low Laying Road project for Wednesday, December 8, 2021, at 4:00PM. The purpose of the meeting is to obtain public input to decide which roads will be evaluated for improvements, educate the public about coastal flooding, demonstrate new tools that show risks to our community, and to hear from the Cape Cod Commission and the Woods Hole Group about climate change in Wellfleet.

2. Herring River Restoration Project:

Carole Ridley organized a group meeting of town, federal and restoration officials to begin a conversation about how we want to collectively manage the issue relative to property temporary and permanent easements for the Herring River Restoration project. The consensus of this team is to generate a single Order of Taking for these multiple easements. Katie Klein from KP Law will develop a draft warrant article for the 2022 Annual Town Meeting for this purpose.

3. Regional Health & Conservation Services:

On November 16, 2021, Hilary Lemos and I met with corresponding officials from Provincetown and Truro to begin a discussion about developing a plan to share and/or regionalize health and conservation services. The reality is that it is becoming increasingly difficult to attract and retain technical staff in these service areas. Regionalizing and sharing resources is a potential solution. We did agree to work together to identify some grant opportunities to evaluate this approach more fully. We will reach out to Barnstable County to see if they could provide some assistance in the matter.

4. Procurement & Contracts:

a. I did execute a contract with GHD, Amendment No.1 for the purpose of continuing with the development of a plan for a Preliminary Sewer Analysis. This contract is for a not to exceed sum of \$24,200 and is funded from Article No. 36 of the April 2019 Annual Town Meeting.

5. Financial Update:

a. We received final approval from the Massachusetts Department of Revenue relative to the Tax Rate certification process for Fiscal Year 2022; the residential rate is \$7.78 per \$1,000 and the Commercial/Industrial/Personal property rate is \$7.43 per \$1,000 in valuation. The individual property tax bills were mailed on November 18, 2021; and will be due on December 20, 2021.

b. Town Treasurer – I am regrettably informing you that I received a notice of resignation on Monday, November 15, 2021, from Miriam Spencer, our Town Treasurer with an effective

date of December 1, 2021. The letter provides some important information relative to Miriam's decision to resign, which I already shared with the Selectboard. Of course, a copy is available in the Town Clerk's Office for public inspection. Obviously, this is a set-back relative to our efforts to address the close out of FY2020 and 2021. Mary McIsaac will on an interim basis taking over some of these important tasks. In the meanwhile, we will advertise immediately to fill this vacancy.

- c. **Financial Forecast for FY2021** – Now that we have set our FY2022 Tax Rate and finalized actual revenues for June 30, 2021, we can work on the financial forecast projection plan for FY2023. Marcia Bohnic from the Massachusetts Department of Revenue's Division of Local Services spent the day on Monday, November 15, 2021, in Wellfleet assisting on this important project. We have a fair amount of work to do on this project, but I would hope to have something substantive to present to the Selectboard and Finance Committee during our first meeting in December 2021.
- d. **FY2023 Operating Budget** – I have hired Judy Sprague to provide additional assistance in the Town Accountant's Office over the next few months. The immediate need will be to assist with the development of the initial FY2023 Town Operating Budget. We all received some training on the VADAR Systems budget module this week. We plan on sending out the initial budget request forms to department heads during the week of November 22, 2021 and will schedule budget review meetings in early December. I will also utilize Judy to assist with the development of the warrant for the 2022 Annual Town Meeting.
- e. **FY2021 Annual Town Audit** – The firm of Sullivan & Powers, Inc. is still scheduled to start the Town's audit for FY2021 on December 13, 2021.
- f. **Finance Committee** – Lisa Souve, Mary McIsaac and I met on Tuesday, November 16, 2021, with some of the members of the Finance Committee to provide a more in depth update relative to the Financial Workplan process. This meeting occurs monthly and has been quite productive.

6. Wellfleet Harbor Dredging

To date, approximately 58,000 CY have been removed. Burnham is on track regarding their quantities and progress.

7. New Hire – Assistant Health and Conservation Agent

The new hire has not given their notice yet, so please review the resume and if you have any questions, please reach out to Rebecca. The tentative start date will be December 14, 2021.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

XII

CORRESPONDENCE AND VACANCY REPORTS

****Please see packet****

From	Subject	Received	Size
Today			
Bruce Hurter	Open Space	Wed 11/17/2021...	17 KB
SB and Charles Sumner Several months ago I sent a note notifying the Board and Town Administrator of my decision to step down			
Yesterday			
Nancy Civetta	Important Conservation Commission and Shellfish Advisory Board me...	Tue 11/16/2021...	39 KB
Town Shellfish Crier November 16, 2021			
Joe Nguyen	Mc Labor - Available Electricians	Tue 11/16/2021...	25 KB
Good morning , Hope all is well. I'm sure my team and I have reached out to you before but wanted to connect again. I work for Mc			
Monday			
Owen Fletcher	Barnstable County Assembly of Delegates 11/17/21 Regular Meeting ...	Mon 11/15/2021...	357 KB
As attached in PDF and available on the web at https://www.barnstablecount.org/event/assembly-of-delegates-regular-meeting/			
Rebecca Rou...	RE: FEMA LOMR Case No. 22-01-0074P - Community Contact Informat...	Mon 11/15/2021...	25 KB
Hi Daniel, the correct information is below: The Honorable Ryan Curley Chairman, Town of Wellfleet Board of Selectmen			
Wellfleet Spi...	License renewal and extensions	Mon 11/15/2021...	16 KB
Let me introduce myself, I am Julie Seabury the sole owner and manager of the Wellfleet Spirits Shoppe, it is my understanding the			
Wellfleet Cha...	Health Connector for Small Business - Webinar	Mon 11/15/2021...	77 KB
Wednesday, November 17 - 12:00-1:00pm			
Helen Miran...	Documents for monday 11/15/21 Selectboard meeting.	Mon 11/15/2021...	461 KB
Sb, no reply please.			
Ryan Curley	Draft Mask Order	Mon 11/15/2021...	51 KB
-- Sincerely, Ryan Curley (508)-246-4718			
Helen Miran...	Re: Selectboard policy on grants	Mon 11/15/2021...	22 KB
I am responding on my sole behalf, as only one member of the Selectboard. If you reply, please do not copy the other members so			
Ryan Curley	COVID Stats & Tonight's Meeting	Mon 11/15/2021...	911 KB
Hi all I spoke with Hillary, I can report on that discussion tonight this morning the Board of Health is meeting on Wednesday at 5:30 I			
Rebekah Eldr...	FW: MAC Memo to the Select Board	Mon 11/15/2021...	219 KB
Good Morning,			
Massachuset...	Last Day to Apply for the 2022 WEMO Steering Committee	Mon 11/15/2021...	41 KB
Weeming Steering Committee Seeking New Leaders			
Sunday			
Charles Sum...	Fwd: Wellfleet: Attorney General's First Decision. Extension and 299 H...	Sun 11/14/2021...	45 KB
FYI only Sent from my iPhone			
Charles Sum...	Fwd: Lt Island Bridge loading	Sun 11/14/2021...	21 KB
Good afternoon all I wanted to share this update relative to the Lt. Island bridge. Best wishes Charlie Sent from my iPhone			
Jude	Your "rudderless" department	Sun 11/14/2021...	16 KB
We are "rudderless" without Nanc. These were John Mankevetch's own words at the annual harbor conference on Saturday. No we			
Last Week			
Ryan Curley	FYI 95 Lawrence Rd Proposals	Sat 11/13/2021...	15 KB
Hi, all the proposals for the 95 Lawrence rd project will take a while to read. They are available here.			
Wellfleet Cha...	Consider Local for End-of-Year Giving	Sat 11/13/2021...	184 KB
Wellfleet Chamber Non-Profit Giving Guide			
Koehler, Dan...	FEMA LOMR Case No. 22-01-0074P - Community Contact Information ...	Fri 11/12/2021 ...	30 KB
Dear Mr. Fowler, We are processing a Letter of Map Revision for your property. Please confirm the below contact information.			
AED Professi...	Consider your PPE & Supply Or Taken Care Of.	Fri 11/12/2021 ...	158 KB
Supply chain issues? Trouble getting supplies? AED Professionals has you covered.			
MA Division ...	Public Comment Sought on Proposed Increase to 2022 Summer Floun...	Fri 11/12/2021 ...	49 KB
Having trouble viewing this email?			
Massachuset...	MMA Alert: Legislators to Vote on Major Unfunded Mandate for Cities...	Fri 11/12/2021 ...	46 KB
< https://www.informz.net/admin31/images/spacer.gif >			
Hillary Lemos	RE: Monday November 15th Selectboard Meeting @ 6pm	Fri 11/12/2021 ...	31 KB
Dear members of the Selectboard: The Board of Health met on Wednesday, November 10, 2021 and discussed the mask			
Ryan Curley	Monday November 15th Selectboard Meeting @ 6pm	Fri 11/12/2021 ...	19 KB
1. Announcements, Open Session and Public Comments			
Wellfleet Cha...	When you #ShopWellfleet you make a big impact	Fri 11/12/2021 ...	112 KB
Small Business Saturday is November 27, 2021			
Jude Ahern	public hearing notices are IMPORTANT news not trees	Fri 11/12/2021 ...	367 KB
Shocking that nobody can tell me where the three public places it was posted that DeVasto planned to take 1.7 acres for himself. I			

From	Subject	Received	Size
Jude	shellfish dept makes Americorps volunteer	Fri 11/12/2021 ...	151 KB
Do things they don't want to do or can't! This was Oct 10. It was painful to watch and I have a 45 second video of anyone wants to			
Michael Shan...	Safety Zones MGL c. 90, § 18B Opt-in	Thu 11/11/2021...	29 KB
Dear Selectboard I want to make you aware of MGL Chapter 90, Section 18B, the establishment of designated 20MPH safety zones			
Wellfleet Cha...	It's time to improve permit processing and development services	Thu 11/11/2021...	39 KB
Wellfleet Cha...	November in 'Fleet Wellfleet Chamber Monthly Newsletter	Thu 11/11/2021...	184 KB
Jude Ahern	please make an announcement at your next meeting that everyone ca...	Thu 11/11/2021...	15 KB
I was told this is perfectly legal by Johnnie and the police today. The regs say no "harvesting" and nobody checks or investigates.			
Wellfleet Cha...	Saddle Up! this weekend at Wellfleet Preservation Hall	Thu 11/11/2021...	79 KB
Free admission for local students and families			
Ryan Curley	Wellfleet, DOR devise plan to address \$546,000 shortfall	Thu 11/11/2021...	14 KB
Update on Wellfleet finances, tax rate, etc. They are struggling with all kinds of problems going back years.			
Ryan Curley	Fwd: Attorney General's First Decision. Extension and 299 Hold - ...	Thu 11/11/2021...	323 KB
----- Forwarded message -----			
Nancy Civetta	Shellfish Crier: Shellfish Dept. Awarded \$15,000 to Help Oyster Farmer...	Wed 11/10/2021...	37 KB
Town Shellfish Crier November 10, 2021			
Miranda, Rose	RE: D.P.U. 21-121 Eversource Gas - Notice of Filing and Public Hearing	Wed 11/10/2021...	65 KB
Good afternoon, Posted today in Sudbury 11/10/2021 at 2:39pm. Thank you. Respectfully, Rose M. Miranda,CMC (she, her)			
Miranda, Rose	RE: D.P.U. 21-125 NSTAR Gas - Notice of Filing and Public Hearing	Wed 11/10/2021...	65 KB
Good afternoon, Posted today in Sudbury 11/10/2021 at 2:39pm. Thank you. Respectfully, Rose M. Miranda,CMC (she, her)			
Miranda, Rose	RE: D.P.U. 21-129 NSTAR Electric - Notice of Filing and Public Hearing	Wed 11/10/2021...	64 KB
Good afternoon, Posted today in Sudbury 11/10/2021 at 2:39pm. Thank you. Respectfully, Rose M. Miranda,CMC (she, her)			
Janea Dunne	D.P.U. 21-129 NSTAR Electric - Notice of Filing and Public Hearing	Wed 11/10/2021...	228 KB
On behalf of NSTAR Electric Company d/b/a Eversource Energy, attached please find the Company's Notice of Filing and Public			
Janea Dunne	D.P.U. 21-125 NSTAR Gas - Notice of Filing and Public Hearing	Wed 11/10/2021...	228 KB
On behalf of NSTAR Gas Company d/b/a Eversource Energy, attached please find the Company's Notice of Filing and Public Hearing			
Janea Dunne	D.P.U. 21-121 Eversource Gas - Notice of Filing and Public Hearing	Wed 11/10/2021...	228 KB
On behalf of Eversource Gas Company d/b/a Eversource Energy, attached please find the Company's Notice of Filing and Public			
Massachuset...	Apply for the 2022 WEMO Steering Committee	Wed 11/10/2021...	41 KB
Weemino Steering Committee Seeking New Leaders			
Charles Sum...	FW: Attorney General's First Decision. Extension and 299 Hold - Wellf...	Wed 11/10/2021...	325 KB
FYI			
Curt Felix	RE: FW: Selectboard meeting tonight, November 9 at 6:00pm*	Tue 11/9/2021 ...	74 KB
I remember discussion to set up another meeting to discuss Scott's report, but do not recall a motion or specific time or intervening			
Ryan Curley	RE: FW: Selectboard meeting tonight, November 9 at 6:00pm*	Tue 11/9/2021 ...	72 KB
It was a motion that was continued to tonight's meeting. We said it would be on the agenda during the meeting with the clean water			
Curt Felix	FW: Selectboard meeting tonight, November 9 at 6:00pm*	Tue 11/9/2021 ...	67 KB
Hi Ryan, I just saw that there is a wastewater agenda item later in this meeting. I don't think anyone was specifically contacted to			
MA Municipa...	Don't forget to check out the Mass. Municipal Directory!	Tue 11/9/2021 ...	46 KB
< https://www.informz.net/admin31/images/spacer.gif >			
Wellfleet Cha...	Selectboard meeting tonight, November 9 at 6:00pm*	Tue 11/9/2021 ...	79 KB
*Note start time of 6:00pm			
Rebekah Eldr...	RE: No link to Exec. Sess. on Town website.	Tue 11/9/2021 ...	15 KB
It was on the Selectboard page. It is now on the home page and the selectboard page.			
Rebekah Eldr...	FW: Executive Session Material	Tue 11/9/2021 ...	1 MB
Sending this along as well.			
Ryan Curley	Re: Executive Session Doodle Poll	Tue 11/9/2021 ...	20 KB
Hi all there was no date that worked for everyone so I will try to handle scheduling the session in our meeting tonight.			
Ryan Curley	FYI Housing Stats	Tue 11/9/2021 ...	290 KB
-- Sincerely, Ryan Curley (508)-246-4718			
Helen Miran...	No link to Exec. Sess. on Town website.	Tue 11/9/2021 ...	13 KB
Hi, just checked after hearing from someone about this. <end>			
Wellfleet Cha...	Are you planning anything special for the holidays?	Tue 11/9/2021 ...	77 KB
Let us know!			
Cape Cod Co...	Cape Cod Commission Seeking Applicants for Climate Ambassador Pro...	Tue 11/9/2021 ...	61 KB

From	Subject	Received	Size
Rebecca Rou...	RE: TA & ATA Report for 11_9_21 mtg	Mon 11/8/2021...	392 KB
Hi, my update from my department head meeting was left out and I added to Charlie's update and corrected a few items. Please use			
Charles Sum...	TA & ATA Report for 11_9_21 mtg	Mon 11/8/2021...	206 KB
Sorry for the delay I was on vacation (sort of) last week, and only returned to work today. Charlie Sumner <end>			
Massachuset...	MMA Alert: Ask Your Senators to Support Key Amendments in the AR...	Mon 11/8/2021...	50 KB
< https://www.informz.net/admin31/images/spacer.gif >			
MA Division ...	Public Comment Sought: 2022 Winter I Commercial Scup Limit	Mon 11/8/2021...	45 KB
Public Comment Sought: 2022 Winter I Commercial Scup Limit			
MA Division ...	2021 Commercial Atlantic Sea Herring Fishery in Management Area 1...	Mon 11/8/2021...	47 KB
Atlantic Sea Herring Fishery in Management Area 1A to Close Nov. 8th			
Wellfleet Cha...	Last Chance to Get on the 2022 Wellfleet Map!	Mon 11/8/2021...	71 KB
Rebekah Eldr...	Re: Winter Meetings?	Sun 11/7/2021 ...	19 KB
Rebecca is the ATA she got married and her new last name is roughle.			
Helen Miran...	Re: Winter Meetings?	Sun 11/7/2021 ...	15 KB
I am not available on February 19th or the days when there are HREC meetings (although they're usually at 3, or the day-long HRTT			
johnwolf@b...	Re: Winter Meetings?	Sun 11/7/2021 ...	10 KB
Other than Sat. 12/11, I can't point to any specific dates I might be unavailable for a meeting. I will be out of town over the			
Two Weeks Ago			
Ryan Curley	Fwd: Media Services	Sat 11/6/2021 ...	9 MB
Hello all, there is an additional agenda item that was added yesterday afternoon for the media services contract. Attached is the			
Block Island ...	Fwd: Block Island RI Wind Farm Still Under Construction 11/04/2021	Sat 11/6/2021 ...	28 KB
Subject: Block Island RI Wind Farm Still Under Construction 11/04/2021 Block Island RI Wind Farm Still Under Construction 5 Yrs			
Curt Felix	Clean Water Minutes	Sat 11/6/2021 ...	17 KB
It has come to my attention that minutes for the Clean Water Advisory Committee are not current. In the name change from			
Helen Miran...	Re: Executive Session Doodle Poll	Fri 11/5/2021 7...	14 KB
MGL Chapter 30A §21(a) 6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open			
Karen A. LaV...	Re: Wellfleet - Chequessett Neck Water Line Easement	Fri 11/5/2021 3...	81 KB
Hi All: Any progress on this???? Best Regards, Karen Karen A. LaVoie, Esquire P.O. Box 1900, 3 Main Street, Unit29 North Eastham,			
Ryan Curley	Re: Executive Session Doodle Poll	Fri 11/5/2021 1...	17 KB
Outstanding Court Cases, Minutes & Issues relating to the purchase or exchange of real property			
Wellfleet Cha...	Mask Order rescinded & Mask Advisory reinstated in Wellfleet	Fri 11/5/2021 1...	75 KB
Effective today, November 5, 2021			
Karen Murphy	Re: Mask Order Rescinded	Fri 11/5/2021 1...	18 KB
Thank you Hilla Karen M			
Hillary Lemos	Mask Order Rescinded	Fri 11/5/2021 1...	57 KB
Good Afternoon: Following a meeting of the Wellfleet Board of Health on November 5, 2021, the Rule and Order Requiring the Use			
lifeexercises	RE: Executive Session Doodle Poll	Fri 11/5/2021 1...	20 KB
What is this session about? Janet Sent from m Verizon, Samsung Galaxy smartphone			
lifeexercises	RE: Executive Session Doodle Poll	Fri 11/5/2021 1...	14 KB
What is this session about? Janet Sent from m Verizon, Samsung Galaxy smartphone			
Ryan Curley	Executive Session Doodle Poll	Fri 11/5/2021 1...	15 KB
Hello all,			
Ryan Curley	December 7th Meeting	Fri 11/5/2021 1...	14 KB
Hello, all I am making you aware that we have a meeting scheduled for December 7th @ 6pm to review the Capital Improvement			
Wellfleet Cha...	And the cover of the 2022 Guidebook goes to...	Fri 11/5/2021 1...	106 KB
dalerice1@ver...	Do Your Job!	Fri 11/5/2021 10...	63 KB
Dear Select Board, following is my letter to the editor published in the Cape Codder new paper out today.			
Rebekah Eldr...	packet	Fri 11/5/2021 9...	7 MB
Good Mornin			
Jude	Photo of no minutes for almost two years	Fri 11/5/2021 9...	379 KB
Jude	No wastewater committee minutes online STILL	Fri 11/5/2021 9...	15 KB
After asking Curt several times and Hilla asking him too. There should be no meetings pushing an system when minutes			
Wellfleet Cha...	Come out to support the First Congregational Church in Wellfleet!	Fri 11/5/2021 7...	72 KB

!	📧	From	Subject	Received	Size	📧
		Google	Help strengthen the security of your Google Account	Fri 11/5/2021 5...	13 KB	
			< https://www.gstatic.com/images/branding/googlelogo/2x/googlelogo_color_74x24dp.png >			
		📧 Nancy Civetta	FW: DMF Shellfish Seasonal Opening Notice for the Town of Wellfleet ...	Thu 11/4/2021 ...	315 KB	
			FYI: The Town of Wellfleet manages Duck Creek for a December 1 opening. Don't hesitate to call me with questions. Nanc Nanc			
		📧 Wright, Simo...	DMF Shellfish Seasonal Opening Notice for the Town of Wellfleet 11-5...	Thu 11/4/2021 ...	315 KB	
			Good afternoon, Please see the attached notice. Thank you. Simone Wright Shellfish Sanitation and Management Program			

Date: November 17, 2021
To: Board of Selectmen
From: Jeanne Maclauchlan
Re: Vacancies on Town Boards

Bike and Walkways Committee (5 members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Board of Assessors (3 members, 1 alternate)

Vacant Positions	Appointing Authority	Length of Term
1 alt Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Board of Health (5 members, 2 alternates)

Vacant Positions	Appointing Authority	Length of Term
1 alt Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Board of Water Commissioners

Vacant Positions	Appointing Authority	Length of Term
2 alt Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Building and Needs Assessment Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Cable Advisory Committee (5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	1 year

Requesting Appointment: No applications on file

Commission on Disabilities (up to 5 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Conservation Commission (7 Members + 2 alternates)

Vacant Positions	Appointing Authority	Length of Term
1 Positions	Board of Selectmen	
2 alt Positions		3 years

Requesting Appointment: No applications on file

Council on Aging (11 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Cultural Council (no more than 13 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years

Requesting Appointment: **One application on file**

Dredging Task Force (7 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Historical Commission (8 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years

Requesting Appointment: **One application on file**

Natural Resources Advisory Committee (7 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years

Requesting Appointment: No application on file

Open Space Committee (7 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	1 year

Requesting Appointment: **One application on file**

Personnel Board (4 members + TA + FinCom Rep)

Vacant Positions	Appointing Authority	Length of Term
3 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Planning Board (7 members + 2 alternates)

Vacant Positions	Appointing Authority	Length of Term
2 Alternate Positions	Board of Selectmen	5 years

Requesting Appointment: No applications on file

Recreation Committee (7 Members)

Vacant Positions	Appointing Authority	Length of Term
2 Positions	Board of Selectmen	3 years

Requesting Appointment: No applications on file

Recycling Committee (7 Members + 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
2 Alternate Positions	Board of Selectmen	3 years

Requesting Appointment: No application on file

Shellfish Advisory Board (7 members + 2 Alternates)

Vacant Positions	Appointing Authority	Length of Term
2 Positions		
1 Alternate Position	Board of Selectmen	3 years

Requesting Appointment: **One application on file**

Zoning Board of Appeals (5 Members, 4 Alternates)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	3 years

Requesting Appointment: No applications on file



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

XIII

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of Minutes for October 26, 2021 October 28, 2021, November 2, 2021; November 9, 2021
PROPOSED MOTION:	I move to approve the Minutes for October 26, 2021, October 28, 2021, November 2, 2021 and November 9, 2021 as printed in Draft form
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

***Wellfleet Selectboard
Virtual Meeting ~ Zoom
Tuesday October 26, 2021; 7pm
Meeting Minutes***

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

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Chief Hurley, Police Chief; Jay Norton, DPW Director; Will Sullivan, Harbormaster; Hillary Greenberg-Lemos, Health Agent; Brian Carlstrom, Director of National Seashore; Nicole; Assistant at the National Seashore; Merrill Mead-Fox, Wellfleet Historical Commission; Fred Magee, Chair of the Finance Committee; Ira Wood, TA Search committee applicant; Kathy Granlund, Vice Chair of the Finance Committee; Kathleen Bacon, TA Search Committee Applicant; Bruce Bierhans, TA Search Committee Applicant; Steven Gazzano, TA Search Committee Applicant; Charles "Skip" Annett; TA Search Committee applicant; Phil Kramer, TA Search Committee Applicant; Arthur Parker, TA Search Committee Applicant; Steven Kopits, TA Search Committee Applicant; Dan Silverman, Town Moderator

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

I. *Announcements, Open Session and Public Comments*

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

Eldridge thanked the Board and town for their support over the past few weeks regarding the death of her son.

Wilson reminded the board and public about the Harbor Conference and explained that the link can be found on the home page of the Town's website.

Chair Curley spoke to the Board and Public about the trick or treating that would take place on Main Street.

He also reminded the public, that the meetings are run according to Robert's Rule of Order and explained that there are issues with people speaking out of turn and stated he would have to run the meetings more strictly.

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

A. Sara Blanford ~ January 17, 2022, ~ MLK Walk, Town Hall green, parking lot – gathering for remarks and song. Silent walk down Main Street.

B. The Wicked Oyster ~ Ken Kozak ~ Requesting to close the restaurant 11/15/2021 – 4/2022

C. Interim Town Administrator Charles Sumner ~ 90 Day Contract

Chair Curley Moved; Board Member Reinhart Seconded and it was voted to approve the use of Town Hall Green and Parking Lot and a silent walk down Main Street to Sara Blanford for the 20th annual MLK walk on

January 17, 2022; beginning at approximately 12:45pm and to be finished by 2pm, the fee is to be waived. To approve the closing of The Wicked Oyster on November 15, 2021, and to be reopened April of 2022. To approve the Interim Town Administrator Charles Sumner's 90-day contract as printed in the Selectboard Packet.

Roll Call Vote: 5-0

III. *COVID-19 Updates and Recommendations*

Lemos updated the board stating that the Town's cases have dropped and currently there are 13 cases. She stated that the Board of Health will meet the next day and figure out if the cases are under the 3% and if so they will discuss dropping the mask mandate. She gave more statistics on the covid cases and gave information on testing sites and booster shots that are available. Chair Curley stated he would like to see Town Hall opened full time for the regular business hours. He asked that Administration discuss and get feedback from the town employees and department heads. Sumner explained to the board that he will be away and will work with the staff to get some work done with this matter.

Board Member DeVasto Moved; Board Member Wilson Seconded; and it was voted to have the town administrator do an analysis and make recommendations to the Board to reopen with a more regular schedule, to be open daily for a minimum number of hours per day.

Roll Call Vote: 5-0

IV. *Finance Workplan ~ Mary McIsaac and Charlie Sumner*

Sumner informed the Board that the Department of Revenue will be coming to Town Hall the following week to help the staff get some things in order so they are able to set the tax rate, he continued to explain the documentation that Nancy Vail is working on to get reclassified. He continued to explain to the Board that he and the town accountants are continuing to work diligently on the finances for the town but have run into some snags. He explained to the Board that he has hired another interim accounting person in the office as there are some excused absences and they need the help. He continued his update and there were no questions.

V. *Licenses*

A. Trailside Dining ~ Requesting to stay open year round

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to table Trailside dining's request until they have filled out and returned the appropriate documentation to the town staff for licensing.

Roll Call Vote; 5-0

VI. *Use of Town Property*

A. National Seashore ~ Brian Carlstrom

Carlstrom explained to the board that the seashore is looking to replace and put-up new signs explaining why they are necessary and what purposes the signs will have. He stated there are twelve signs in total. The board had some

questions for Carlstrom. Norton explained that he had spoken with Carlstrom and was in full support of this project. Nicole explained that most of the signs that are being put up are replacement signs. She explained that there are only a few signs.

Board Member DeVasto Moved; Board Member Seconded and it was voted to approve the National Seashore sign replacements and new sign presented in the packet.

Roll Call Vote: 5-0

VII. *Contracts of Appointed Officials*

A. Fire Chief Richard J. Pauley, Jr. ~ Town Administrator

Sumner gave an update to the Board stating the Reinhart and he have been working with Chief Pauley and explained this contract will bring the chief to June 30, 2025. He gave some information on the updated changes within the contract.

Chair Curley Moved; Board Member Wolf Seconded and it was voted to approve Fire Chief Richard J. Pauley, Jr's contract as printed and presented by the Town Administrator.

Roll Call Vote: 5-0

B. Police Chief Michael Hurley ~ Town Administrator

Sumner gave an update stating again that he and Reinhard have been working with Chief Hurley and his upcoming contract. He explained that he likes to negotiate contracts a year in advance to limit the uncertainty of employment. He stated he wanted to ensure both chiefs they are needed in the town of Wellfleet. He stated that this contract does go for another three years and explained some of the changes in the chief's contract. This contract will also go to June 30, 2025.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve Police Chief Michael Hurley's contract as printed and presented by the Town Administrator.

Roll Call Vote: 5-0

VIII. *Board/Committee Appointments and Updates*

A. Historical Commission Update ~ Merrill Mead-Fox

Mead-Fox gave an update on the Historical Commission and consulted with them. She gave a full update and stated there are seven members of the commission and thanked the board for the approval. She explained there was an online presentation the prior night discussing the historical houses in Wellfleet. She continued explaining the commission has come up with an application and explained what this application entails and asked for the boards feedback on this application. She explained there are also new guidelines that they have updated and will be sending them to the building department and asked if the board thought the commission should send these guidelines to any other boards in the town.

The Commission will wait for feedback from the board and come back at a later meeting to discuss them with the Board.

B. Town Administrator Search Committee Appointments

Chair Curley explained for this process he would like to have five members for this committee, two members are Chief Pauley and Charlie Sumner he stated he will be holding a poll during the meeting to decide who should be the remaining three people on the search committee. It was explained that there will be one finance committee member as part of the committee.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to approve Kathy Granlund as a member of the Town Administrator Search Committee.

Roll Call Vote: 5-0

Chair Curley continued and asked that each candidate give reasons as to why they feel they should be on the search committee. He continued to call on each person and they each gave reasons and their background information explaining why they would be beneficial to the committee.

Once the applicants gave their presentations to the board, Chair Curley explained there was a pole on the screen and each member of the selectboard will vote on who they wish to be on the search committee.

Eldridge tallied the poll and announced that the three applicants that scored highest are Bierhans, Parker and Wood were the top three candidates chosen.

The Board then discussed who they felt the best two candidates would be for the committee.

Selectboard Curley Moved; Board Member Reinhart Seconded; and it was voted to appoint Arthur Parker and Bruce Bierhans to the Town Administrator Search Committee.

Roll Call Vote: 5-0

C. Cable Advisory Committee ~ Steven Kopits

Board Member Reinhart Moved; Board Member Wilson Seconded; and it was voted to appoint Steven Kopits to the Cable Advisory Committee

Roll Call Vote: 5-0

IX. *Business*

A. Town Meeting ~ Chair Curley

Chair Curley took the agenda out of order and asked Sumner to talk about Town Meeting to be held in December. Sumner spoke to the board and discussed town meeting and the reason he felt there needed to be a special town meeting. He continued to explain that there is a draft warrant with 11 articles on the warrant. He explained the town finances are not as advanced as they had hoped to be especially with the cash recognition. He stated that staff absences have also contributed to the progress being slower than anticipated. HE explained they have not certified free cash and if there is no free cash there is no money and there is an inability to have a special town meeting. The team won't be ready for a meeting in December. Chair Curley stated on December 15th the legislation allowing the town to have a lower quorum and not able to hold a meeting outside of town lines. The board discussed this further. Chair Curley asked

Silverman if the Board needed to make a motion rescinding the Special Town Meeting.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted that the town of Wellfleet will not have a special town meeting on December 4, 2021.

Roll Call Vote: 5-0

B. Special Town Meeting Warrant ~ Town Administrator

Chair Curley spoke to the board and asked if the Board wanted to go through the warrant. It was decided that they would wait on the warrant until they have a date.

C. FY 2023 Budget Policy ~ Chair Curley

Chair Curley spoke to the Board stating there is a date for the department heads to submit their budgets by the end of October. He explained that he drafted the proposal and goals and asked the them if they had any issue and if so, did they want to discuss it. He explained this is like what they have had previously.

Wilson asked Chair Curley to highlight the changes so the board could decide if there needed to be discussion or amendments. Chair Curley shared the screen with the budget policy amendments. They went through the changes. Magee spoke to the changes and gave thoughts on the changes. The board made amendments to Chair Curley's draft.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to approve the fiscal year 2023 budget policy as amended.

Roll Call Vote: 5-0

D. FY 2023 Budget Management Goals ~ Chair Curley

Chair Curley moved on to the Budget Goals sharing them and the amendments made to the board. The Board went through these goals and discussed and amended what they felt necessary. They discussed each goal separately. It was asked to Sumner if they would be able to get these goals accomplished by December. Sumner stated it was his mission to accomplish these.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to approve the fiscal year 2023 Budget Management Goals.

Roll Call Vote: 5-0

E. FY 2023 Budget Submission and All Town Meeting Schedule ~ Chair Curley

Chair Curley explained that this calendar is done yearly, the dates changing due to the day they fall on.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the fiscal year 2023 budget and all town meeting schedule as amended.

Roll Call Vote: 5-0

X. ***Selectboard Reports***

Due to the time of night the board didn't discuss any reports

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

Sumner gave a brief update on his reports and added to the report explaining to the board that the water main project was awarded to Dig-It. The Water service bid was awarded to Whitewater who have been servicing Wellfleet for years. Chair Curley explained that the Service Contract has a timeline that needs to be signed by October 31st as it will expire.

Chair Curley has posted a meeting for the upcoming Thursday evening to discuss the contracts and vote on the ability to authorize the town administrator to sign the contracts on behalf of the board.

XII. ***Topics for Future Discussion***

Media Services contract was discussed. There will be a bid opening on November 1, 2021.

XIII. ***Correspondence and Vacancy Reports***

Board Member Reinhart questioned the correspondence from the Wellfleet Elementary Playground. They also spoke about a letter they received regarding face masks.

XIV. ***Minutes***

A. September 28, 2021

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the meeting minutes of September 28, 2021 as amended.

Roll Call Vote: 5-0

XV. ***Adjournment***

Board Member Wilson Moved; Board Member Wolf Seconded; and it was voted to adjourn.

Roll Call Vote: 5-0

Meeting adjourned 11:08pm

DRAFT *A full recording of this meeting can be found on the town's website.*

Public Records:

Use of town property application, Sara Blanford

Letter from Wicked Oyster

Contract for Charles Sumner

Applications for Town Administrator Search Committee

Financial Report

Draft Budget Policy

Draft Budget Management Goals

Budget schedule for 2023

Correspondence to the Selectboard

Town Administrator and Assistant Town Administrator's report

Meeting Minutes September 28, 2021

***Wellfleet Selectboard
Virtual Meeting ~ Zoom
Thursday October 28, 2021; 7PM
Meeting Minutes***

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

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Jim Hood, Chair of the Board of Water Commissioners; Chief Hurley, Police Chief

Chair Curley asked DeVasto to chair the meetings as he was calling in due to no power from the recent storm.

DeVasto called the meeting to order at 7:02PM

I. Announcements and Open Session

Chair Curley gave an update regarding the power outages throughout the town. He stated that Eversource is working around the clock to restore power as soon as they can. He stated the public schools have canceled school for the following day and he asked the public to remain patient with them as they work through this. They are hoping to have full restoration by Sunday at 6pm.

II. Water Main Bid Award

DeVasto asked Slick and Hood if they could give a brief summary of how the company came in lowest and the prices were given. Hood began stating there were 4 responses for this project, he continued stating that the bids were opened by Environmental Partners. He explained the lowest bidder was Dig It Construction at \$1,911,645.00. CC Construction was the next bidder with a bid of \$2,093,303.00 the next bidder was Robert B. Our with a bid of \$2,322,703.00 and the final was Raboli Construction which came in with \$3,163,891.00. He continued stating that Environmental Partners went over the bids and gathered references for the bidders. Based on their reviews and recommendations they recommended awarding the contract to Dig-It construction. They are prepared with the contract documents and the bid has been reviewed by town counsel. Slick stated they are eager to get their materials due to the back log of materials. She continued explaining that they are oping to have a fully executed contract within the next two weeks and the work to begin on December 1, 2021. There were no concerns from the board.

Vice Chair DeVasto Moved; Board Member Reinhart Seconded; and it was voted to award the contract for the Coles Neck Water Main Replacement to Dig It Construction for the amount of \$1,911,645.00 and to authorize the Assistant Town Administrator to sign the contract.

Roll Call Vote: 5-0

III. Water Operations Bid Award

It was explained to the board that there was only one bid for the operations bid. Whitewater was the winning company. The bid came in at \$84,500.00. Hood stated it was a 2% increase from the contract that had just expired. The scope of work that came in was reviewed by town counsel as well as the contract documents. Hood gave some background on Whitewater explaining they had been working for Wellfleet in for a few years now. This is a contract that is eligible to be renewed in a year and then the town has the option to renew for three years. It was asked why this was the only company that bid. Hood explained there aren't many companies that come this far out on the cape, stating Whitewater also works for Eastham.

There were no issues regarding this contract.

Vice Chair DeVasto Moved; Board Member Reinhart Seconded; and it was voted to award the Water Operation Bid to Whitewater for the amount of \$84,500. With an alternate bid of \$164,333.00 and authorize the Assistant Town Administrator to sign the contract.

Roll Call Vote: 4-0

IV. Adjournment

Board Member Reinhart Moved; Board Member Wolf Seconded; and it was voted to adjourn the meeting.

Roll Call Vote: 4-0

Meeting adjourned 7:20pm

**Wellfleet Selectboard
Virtual Meeting ~ Zoom
Tuesday November 2, 2021; 7pm
Meeting Minutes**

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

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Nancy Vail, Town Assessor; Kathy Granlund, Vice Chair of the Finance Committee; Scott Horsley, Wastewater Consultant; Curt Felix, Chair of the Clean Water Advisory Committee; Andrew Gottlieb, Fred Magee, Chair of the Finance Committee; Erin Perry, Hillary Greenberg-Lemos, Health Agent; Fred Vanderschmidt, Brian Baumgaertel, Director of Massachusetts Test septic systems for the county; Brian Dudley, Kathleen Bacon, Resident of Wellfleet

Chair Curley Called the meeting to order at 7:00pm

I. Announcements, Open Session, and Public Comments

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

Board Member Reinhart spoke to the Board and stated that daylight savings was the following weekend and stated it has been discussed that the meetings will begin at 6pm.

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

There were no items for the consent agenda.

III. Public Hearings

Chair Curley Opened the public hearing to allocate the Fiscal Year 2022 tax rate classification.

• FY2022 Tax Rate Classification Public Hearing, Discussion and Vote.

Vail began her discussion with the board, she stated this is the annual hearing with the Selectboard to decide how they are going to divide the tax burden among the five classes of property. The classes are: Residential, Open Space, Commercial, Industrial, and Personal Property. She continued that the first order of business is if the board wants to shift the tax burden from equally amount of all taxpayers or shift it to commercial where the commercial pays more. She explained that the board has never shifted the burden to commercial because commercial is so small.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to retain the single tax rate to make the residential factor (I) for fiscal year 2022.

Roll Call Vote: 5-0

- The board moved on to option 2 which is the Open Space exemption. Vail explained what this entails and gave examples of properties that are considered open space.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted not to have an open space exemption.

Roll Call Vote: 5-0

- Vail moved on to Small Business exemption. She explained what this meant to the board and explained that almost all businesses in town are small businesses. **Chair Curley Moved; Board Member Wilson Seconded; and it was voted to not to have a small business extension for fiscal year 2022.**

Roll Call Vote: 5-0

- The Board moved onto the residential tax exemption. Board member Wolf recused from this discussion. Vail explained what this exemption was and how it worked. She explained that there is an exemption to residents who are domiciled in Wellfleet, stating it is calculated by finding the assessed value of the entire residential class average and the board can vote on that at a hearing. She explained the board has voted 20% which used to be the maximum but has gone up to 25%. She stated this program began in fiscal year 2019. She explained that she provided to the board information regarding the previous year's exemptions. She continued giving examples of different percentage rates and the impact they will have on residents. She stated there were many applicants for the tax exemption and believed there would be more because the deadline is April 30th. She continued in detail about what the exemption has been and what the new rate would be. There are currently 754 exemptions. The average residential value has gone up to over \$600,000. She gave details and statistics of what the exemptions would total this year which totaled over a million dollars with the 20% and the 25%.

She continued informing the board of surrounding towns exemptions.

The board began discussions on a tax exemption rate. It was discussed that there are many residents who need this exemption.

Chair Curley Moved; Board Member Reinhart Seconded and it was voted to set the Wellfleet residential tax exemption in the amount of 25% of the average assessment of the entire residential class for fiscal year 2022.

Roll Call Vote: 3-1-0 (Wilson voted No)

Sumner spoke to the board discussing where the town finances were currently. He continued stating they haven't made to progress they had hoped to make at this point. He stated it was overwhelming and a large issue. He continued stating the finance team is a great team and working diligently to get through a considerable number of documents. He continued updating the board on all the financial issues. He stated there is more work to be done and at this time they will not be able to set a tax rate, no knowing when they can set it. There will have to be a special town meeting before the tax rate can be set.

FY 2020 has not been closed yet, he is hoping by the end of December they will be able to close that year and then have some free cash available to help with financial issues. The board discussed issues with Sumner and asked if there was an idea of when there might be a special town meeting. Sumner wasn't able to confirm a date but stated he will work on it and is hoping to establish a date by their next meeting. Granlund spoke to the board about short term borrowing.

Sumner stated that they are working on that, and more than likely short-term borrowing will likely happen.

IV. Business- Wastewater Planning

- **Financing ~**

Horsley began his presentation to the board beginning with the financing for the wastewater planning. He shared his screen so the board could have better understanding of the process. He explained that short term rental tax, Cape and Islands Water Protection funds could be a couple areas where they could fund this project. Felix explained that they are working with Sumner to see previous years revenue was from these. Gottlieb gave an explanation of the water protection fund and how it would work, Horsley continued they could also use the stabilization fund. The board discussed financing with Felix, Horsley and Gottlieb going through different requirements for financing. Magee had a few comments about the financing for the wastewater planning. The board went into great detail and discussion about funding for this and how they can go about not only funding but grants and loans.

- **Status of 2021 Annual Town Meeting Articles that were approved**

The board moved on to this next topic. Horsley explained that there were three items at town meeting, and he was able to speak to the first one. One of the items was to fund the preliminary evaluation to a reactive barrier project. (PRB) He gave details on this and stated they are looking at a site to begin this pilot program. He continued they are looking for an engineer to help with this. The work could be completed in 3-6 months.

Lemos spoke to the board about the Enhanced IA subsidy that was approved at town meeting in June. She stated they have the funds to begin this program but haven't had any applicants at this time. She stated there is a workshop the following week to discuss the entire program, there would be a lot of public discussion and information discussed to better educate the public. Lemos explained the money that would be given to homeowners would be the cost of the IA system \$12,500. The board discussed with Lemos details of these systems. The Board questioned Baumgaertel about these systems and the funding with them. He spoke to the board and gave them details on the county putting together resource to support the town with their needs.

Funding was discussed for the initial beginning of the program. Baumgaertel explained he is working with Barnstable County to get some funds via grants. He went into some detail about these programs.

Granlund spoke to the board stating her input is looking at items and issues from the finance committee and how with this proceed.

- **Public Participation Components**

Perry spoke to the board about public participation, stating that there are a few elements, the primary one in the 208 Consistency Review. She stated having the public give feedback will help this to be successful. She stated there have been meetings with communities especially Wellfleet. She explained that collaboration

meetings are a huge component to getting this project going. She gave some more information on public participation and public outreach. Looking for education to the residents so they are informed when making decisions at town meeting. She explained what determination meant, and how that would look like for Wellfleet.

- **Town Planning Process**

Chair Curley explained that the administration for town hall is otherwise occupied for a while.

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to request the assistance of the Cape Cod Commission and Mass Tech to develop and implement the towns wastewater planning, public engagement process and to facilitate it.

Roll Call Vote: 4-0 (Wilson left the meeting at 8:45pm)

Chair Curley discussed with the board and public that this is the town's project with the Selectboard. He stated as part of the presentation of plans he wouldn't be comfortable having a plan presented without it being done and approved by the selectboard and town staff.

Chair Curley Moved; Board Member Wolf Seconded; and it was voted that any presentation of Wellfleet's wastewater plan be made with the approval of the Selectboard and shall be made by town staff or those otherwise employed by the town.

There was discussion that a few board members felt uncomfortable not allowing the Advisory committee to present the wastewater plan to the public. They had discussion on this and wanted it to be more formalized.

Chair Carley revised his previous vote and moved; Board Member DeVasto Seconded; and it was voted that any presentation of the Wellfleet's wastewater B plan be made with the approval of the Wellfleet Selectboard and shall be made by the town staff, those otherwise employed by the town, and the Clean Water Advisory Committee.

Roll Call Vote: 4-0

- **Treatments per Sub embayment**

Horsley had six slides to show the board and went through the sub em bayments individually. They discussed each in detail. They discussed the watershed permits. Horsley explained how he calculated certain ranges and why he did. The Board asked questions of Horsley after each slide. They discussed having a cluster-based system especially in the downtown area of Wellfleet. They discussed this at great length and received input from Civetta regarding the impact on Oysters. There was discussion of a treatment facility at the transfer station.

- **Review of Draft Targeted Watershed Plan**

- Felix questioned the board on how they would like his committee to move forward? He stated he works for the board and is willing to do what they need to. Bacon stated that she feels the Clean Water Advisory Committee needs to be involved in all aspects of this project moving forward. She stated they have been working for over ten years, she agreed with Lemos stating that Sumner should be

DRAFT *A full recording of this meeting can be found on the town's website*

brought in and involved in this discussion. They discussed this further, going over finances and the impact of that. There was discussion about IA Systems

The Board took no action with the watershed plan.

- **Impact of Sea Level Rise**

V. Topics for Future Discussion

There were no discussions brought up

VI. Future Meetings

VII. Adjournment

Chair Curley Moved to adjourn, Board Member Reinhart Seconded; and it was voted to adjourn the meeting.

Roll Call Vote: 4-0

Meeting adjourned 10:40pm

Public Records:

FY 2022 Tax Classification Documents ~ Nancy Vail

Wastewater Presentation ~ Scott Horsley/Curt Felix

***Wellfleet Selectboard
Virtual Meeting ~ Zoom
Tuesday November 9, 2021; 6PM
Meeting Minutes***

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

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Chief Hurley, Police Chief; Suzanne Grout-Thomas, Director of Community Services; Nancy Civetta, Shellfish Constable; Jennifer Wertkin, Library Director; Ginny Parker, Shellfisherman's association; Mary McIsaac, Interim Town Accountant; Lisa Souve, Interim Town Accountant

Chair Curley called the meeting to order at 6:03PM

I. *Announcements, Open Session and Public Comments*

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

McIlroy spoke to the board stating that she was pleased to announce The 95 Lawrence Road Task Force met Monday November 8, 2021 and wanted to announce to the Selectboard they had chosen POHA as their developer and will present and discuss all details on November 23, 2021

Wilson spoke to the board about this being the worst tick season, she continued that there is a lab "Tick Report" they will test any tick for free by sending them.

Civetta spoke to the board stating the shellfish department received a grant for \$10,000 to help with their oyster buyback program, she will receive a matching oyster grant from the Massachusetts Oyster project, she continued stating her department will have between \$13,000-\$15,000.

Wertkin spoke to the board reporting that she received a grant of \$10,000 which is renewable for three years which will fund hot spots for the library and circulating laptops.

II. *COVID 19 Updates*

A. Reopening of Town Offices

- An update will be given to the Board on the meeting with Department Heads; November 3, 2021.
- Sumner spoke to the board giving a brief update on the meeting Roughley had with the department heads and went over what she reported back. He stated that the staff wanted the public to be aware of the protocols the staff and the buildings have in place, they staff strongly urged for the public to make appointments before coming into the building to do any business. He stated the staff had no issues with reopening as long the public wore masks coming in. Wilson asked if there was to be limited hours.

Chair Curley Moved; Board Member Wolf Seconded; and it was voted to reopen town hall offices and public buildings for normal business hours effective Monday November 15, 2021.

Roll Call Vote: 5-0

- Chair Curley updated the board that the Board of Health rescinded their mask mandate. He stated he was not in favor of the mask mandates being put on and then taken off. It was discussed that the Selectboard would like to be stricter at this time than the Board of Health.
- It was asked about mandatory vaccinations for town staff. Sumner explained that there is unions and it isn't as simple as requiring staff to do so, continuing that there are many reasons people are choosing not to have a vaccine.
- Chair Curley asked if the board would like to take action on a mask mandate. It was a discussion with a split decision. They continued this discussion and decided that a separate meeting should be had so they are able to discuss just masking. DeVasto stated he would like to have a member of the Board of Health at the meeting so they can have a conversation with them.

III. *Use of Town Property*

A. Wellfleet Shellfishermen's Association ~ Town Marina

Both Chair Curley and Board Member DeVasto recused themselves from this agenda item. Board Member Reinhart agreed to Chair the meeting for this item. **Chair Reinhart Moved; Board Member Wilson Seconded; and it was voted to approve the use of the Wellfleet Marina (Bandstand) every Saturday from November 20, 2021, until Saturday May 14, 2022, also to include Wednesday November 24, 2021; December 23, 2021, and December 30, 2021, from 10am to 12pm. For a total fee of \$760.00 (initial fee of \$110 and \$25 per day after)**

Roll Call Vote: 3-0-2

Parker asked the board to reconsider the fee for the use. The board discussed it and felt it was necessary to keep to the fee schedule that they previously set, explaining that they are working hard to get fees unified.

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

Chair Curley and Board Member DeVasto returned to the meeting. The PTA spoke to the board explaining they would like to hold a holiday bazaar at town hall the same day as the town hall tree lighting. She explained there would be some vendors and maybe an appearance of Santa Claus.

Board Member Wilson Moved; Board Member Reinhart Seconded; and it was voted to approve the use of the Wellfleet Town Hall Parking lot by the Wellfleet Elementary PTA on December 11, 2021, for their Holiday Bazaar with a rain date of December 12, 2021, from 1pm to 8pm, in compliance with conditions as printed in the packet; and to waive the fee.

Roll Call Vote: 5-0

IV. Business

A. Town Finances

Sumner began giving an update to the board, stating the Department of Revenue has been a huge help to the accounting and financial team. He continued stating that DOR was at the town hall the previous week and they worked on setting the tax rate for 2022. He continued giving updates on receipts and free cash.

McIsaac gave a summary of her meeting with DOR and the recommendation that the DOR gave to the town. McIsaac and Souve went into detail the discussions they had with department of revenue. The board had some questions about revenue and the tax rate being set which they anticipated would be within the next week or two. Marijuana sales and revenue coming into the town were discussed.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the proposed plan provided by the Department of Revenue as presented by the town administer.

Roll Call Vote: 5-0

Sumner continued to give updates on other outstanding financial issues that they are working through. He stated the team is hoping to have free cash certified by the end of January. Sumner also informed the board that he has invited DOR to come and spend a day with the finance team helping them build a financial forecast for the town for the next four to five years.

Souve informed the board that the auditors will be in town hall December 13, 2021, and they are working hard to get all the documents together. It was questioned if there was any idea what free cash would be. Both McIsaac and Souve stated it was to early to give a number.

B. Special Town Meeting/Annual Town Meeting

Sumner updated the board on town meeting, he is hoping to have a special town meeting at some point during the winter months. Chair Curley questioned having the regularly scheduled town meeting in April. Sumner explained that yes, he didn't think it would be an issue to have a town meeting in April. He gave some details of how that meeting might look. There were no questions from the board or public. There was no vote taken with this item.

C. Media Services ~ Chair Curley/Charlie Sumner

Sumner updated the board that the town only received one bid for the media services; J.P. Ludwig was the bidder. Chair Curley shared his screen so the board and public could see what the bid was for. Explaining this would be paid out of the comcast licensing fee which is all that is allowed to be paid for out of this fund. Sumner gave a brief presentation about Ludwig and what having them as our media services people. Chair Curley stated he would like to continue to use the town's You Tube channel. They discussed this further.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to approve the Town Media Services Contract as presented by the Town Administrator.

Roll Call Vote: 5-0

D. Proposed Alterations to Town Landings

1) Gull Pond

Thomas presented to the board explaining that these two sets of stairs are very deteriorated and recommended they be removed. She explained with the water level rise it has become a hazard. The board discussed these staircases and the jurisdiction to remove them.

Board Member Reinhart Moved; Board Member Wilson Seconded; and it was voted to approve the proposed alterations at Gull Pond as proposed by the Beach Director.

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

2) Long Pond

Thomas informed the board that these stairs are also rotted, and she would like to have these stairs removed, she stated she would like to investigate relocating stairs and gave the location she felt would be best. She stated it was a separate application but wanted to begin the revegetation of the land. Chair Curley stated he would prefer to replace the stairs not relocate. They discussed the options for the stairs at Long Pond.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted that a plan for the replacement of the stairs at Long Pond be developed and presented to the Selectboard at a future date.

Roll Call Vote: 5-0

E. Execution of Contracts

Chair Curley explained that this is to authorize the administration to sign contracts for up to \$100,000. Sumner updated the board that town counsel has been contacted and they have agreed to this number. The board discussed this and had some debate over the amount to allow to TA and ATA to sign for. Chair Curley continued stating that the Selectboard is a policy setting board and requiring every contract to come in front of them, he feels will impede the boards' ability to do that.

Board Member DeVasto Moved; Board Member Reinhart Seconded; and it was voted to authorize the Town Administrator and Assistant Town Administrator to sign contracts with the dollar amount under \$50,000.

Except with infrastructure and those under the board's charge as per the town charter MGL and those issued in response to an RFP or RFQ issued by the board.

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

F. Future Meeting Schedule

Chair Curley spoke to the board regarding upcoming meetings and the meeting schedule of 2022. He stated he wanted to meet and discuss a mask mandate and had to be within 48 hours which would make Friday the earliest. Reinhart stated that she follows the Board of Health and won't participate. It was decided a meeting would be held Monday November 15, 2021, at 6pm.

Chair Curley explained that he would also like to schedule an executive session while the entire board is available to discuss. They went back and forth and decided November 30, 2021.

The board moved onto the meeting schedule for 2022. Chair Curley stated he was concerned with the gap in meetings over the holidays. The board discussed this and discussed about a joint meeting with the finance committee. The Board decided to meet on January 4, 2022, so they don't have the huge gap with meetings. They continued to go over all the meetings they will need and joint meetings with the finance committee. January 18, 2022. They checked with Sumner the timeline for the budgets to be distributed. The board discussed with Magee goals of meeting

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to adopt the 2022 meeting schedule as printed.

Roll Call Vote: 5-0

G. Presentations of Wellfleet Wastewater Plans

The board began discussing the presentation and it was noted that the health agent and the consultants weren't there. The board discussed the motion that was made at the previous meeting, Reinhart stated she felt it was overstepping the board boundaries when they require town committees to ask the board's permission to present to other town boards and committee. Chair Curley asked Sumner to work with Lemos, Felix and Horsley on how to move forward. Sumner stated he will work on that and may have to involve other staff members.

No action was taken on this agenda item.

V. *Selectboard Reports*

DeVasto reported The House of Representatives just passed a large stimulus bill, although it will take a while for money to be distributed, he suggested that the board be thinking about applying for funding.

VI. *Town Administrator & Assistant Town Administrator's Report*

Sumner gave a very brief update on his and the ATA's report. He explained they offered the building commissioner position to James Badera. He continued stating that Victor Staley will mentor James for a while, so he is able to get acclimated to the town and the expectations for him. Sumner continued with his update. (For the full report please see the Selectboard Packet)

VII. *Topics for Future Discussion*

Wilson stated that she would like to have a report from the departments that have been working with the subdivision population the previous summer. They worked on parking management, and she would like to see a report from them.

VIII. *Correspondence and Vacancy Reports*

Please see the full report in the Selectboard packet for all correspondence

IX. *Minutes*

A. October 12, 2021; ~ **Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the minutes as amended.**
Roll Call Vote: 5-0

X. *Adjournment*

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to adjourn regular session and to reopen in Executive Session.
Roll Call Vote: 5-0
Meeting Adjourned 8:20pm

Public Records:

Memo from Rebecca Roughley (Assistant Town Administrator) regarding reopening town hall.
Applications for Use of Town Property
Shellfisherman's Association
Wellfleet Elementary PTA
Media Services Contract
Gull Pond Information
Long Pond Information
2022 Draft Meeting Schedule
Town Administrator & Assistant Town Administrator's Report
Correspondence
Meeting Minutes ~ October 12, 2021



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: November 23, 2021

XIV

ADJOURNMENT

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