



Wellfleet Selectboard

Note Start Time of 6pm

The Wellfleet Selectboard will hold a joint public meeting with the Finance Committee on **Tuesday, January 7, 2020, at 6:00 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.** *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. Public Hearing

- a. Marina Fee Schedule

III. Review of FY 2021 Proposed Budgets

FY 21 Budget Reviews

- a. Shellfish Department
- b. Fire Department
- c. Police Department
- d. Department of Public Works
- e. Other Departments as may be requested by the Selectboard members

IV. Review of All Town Fees

V. Correspondence Report

VI. Minutes

- a. December 10, 2019

VII. Adjournment



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: 2020

II

PUBLIC HEARING(S) – A

REQUESTED BY:	Principal Clerk
DESIRED ACTION:	Approval of Marina Fee Schedule
PROPOSED MOTION:	I move to approve the 2020 Marina Fee Schedule as presented by the Harbormaster.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
PUBLIC NOTICE

Notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, January 7, 2020 at 6:00 p.m. in the Wellfleet Council on Aging, 715 Old Kings Highway, to discuss and vote on a new fee schedule at the Marina.
Copies of the new fees are available at the Administration Office.

WELLFLEET BOARD OF SELECTMEN

Town of Wellfleet Marina 2020 Fee Schedule (Proposed 12/10/19)

DESCRIPTION		TAXPAYER	NON-TAXPAYER
CONCRETE FLOATS	A	1,672.00	2,295.00
	B	1,839.00	2,463.00
	C	1,672.00	2,295.00
	D	2,006.00	2,631.00
	E	2,173.00	2,790.00
OUTBOARD SLIPS		1,184.00	1,672.00
SKIFF TIE UP		350.00	450.00
FINGER PIER/SOUTH BULKHEAD		2,006.00	2,631.00
L-PIER/MOSQUITO DOCK COMMERCIAL		\$40/ft	\$50/ft
ACE MOORING TAGS		219.00	263.00
WATERWAYS MOORING TAGS		72.00	98.00
DINGHY TIE UP		328.00	328.00
TRANSIENT DOCKAGE		55/NIGHT + 2/FT>30'	
		\$2/night or \$11/week	for electricity
TRANSIENT MOORING		39.00/DAY + \$2/FT>30FT	
OFF SEASON DOCKAGE <i>Recreational/Moorings Holder</i> <i>September 1-October 15</i>		\$22.00/NT \$131/WK <i>\$200.00</i>	
OFF SEASON MOORING		\$6.00/NT \$33/WK	
F/V, FLOATS & RAFTS DOCKAGE		\$40/NIGHT	\$40/NIGHT
DAILY LAUNCH RAMP FEE		10/DAY	
SEASONAL LAUNCH RAMP FEE		200.00/SEASON	
COMMERCIAL LAUNCH (SEASONAL)		820.00/Commercial Operation	
SLIP WAITING LIST		11.00	
MOORING WAITING LIST		11.00	
OVERNIGHT/ EVENT PARKING		20.00/OVERNIGHT	1500/SEASONAL
F/V UNLOADING		55.00	
OFF SEASON (COMM F/V>25') <i>April 1- May 14th October 16th-November 31</i>		250.00	
OFF SEASON (COMM F/V<25') <i>April 1- May 14th October 16th-November 31</i>		150.00	
<i>WINTER DOCKAGE (COMM F/V>25')</i> <i>December 1-March 31</i>		<i>1500.00</i>	
<i>WINTER DOCKAGE (COMM F/V<25')</i> <i>December 1-March 31</i>		<i>750.00</i>	
WINTER STORAGE <i>(COMM F/V>25')</i> <i>(COMM F/V<25')</i>		1,500.00 <u>750.00</u>	
ESCROW <i>(COMM F/V>25')</i> <i>(COMM F/V<25')</i>		1,500.00 <u>750.00</u>	

Off Season and Overwintering of Vessels at the Town of Wellfleet Marina

The Town of Wellfleet Marina is requesting a public hearing for fee changes regarding Off Season Dockage and Overwintering of vessels at the Marina for 2020. With the future projects planned at the Marina, the need for additional revenues for the Enterprise Fund is apparent. This proposal would help to tap an additional revenue source, the overwintering of vessels at the Marina.

Changes in the Fee Schedule are indicated by italic font and are highlighted. We have also added Recreational to our Off-Season Dockage and propose a \$200 fee that would make it more affordable for our mooring holders to use a slip at the end of the season as dock spaces become available. Bringing vessels into slips at this time of year would hopefully minimize the damage caused by roosting cormorants.

For our commercial users, we propose breaking down our seasons into three parts, In Season (May 15 to October 15, 154 days), Off Season (April 1 to May 14, 45 days, and October 16 to November 31, 45 days), and Winter (December 1 to March 31, 121 days). The fees at these different times vary due to availability of space, risk and liability.

The proposed winter season, which would be made available only to our commercial fishermen, is a time of year when we would prefer to see all vessels out of the water. Because of the unpredictability of icing and the damage that it can incur during this time of year, the Winter Season presents the highest risk to vessels and equipment left in the water. Therefore, we propose a fee increase to \$1500 for Commercial vessels longer than 25 feet and \$750 for Commercial Vessels less than 25 feet. Similarly, we also propose a split fee for Winter Storage (on the Pier) for vessels > 25' and those <25'. Anyone who has paid the winter fee and decides to pull the vessel because of conditions would be entitled to store said vessel on the pier and conversely, any vessel that has paid for winter storage on the pier would be allowed to put in for the remainder of the winter season at no additional cost.

All vessels must be properly registered and provide proof of our insurance requirements.

Any trailer used at the Marine must also be properly registered to go over the road.

Liability or P&I insurance in the amount of at least \$250,000 required on all motorized or self-propelled vessels over fourteen feet in length. A certificate of insurance from the insuring agent naming the Town of Wellfleet as additionally insured must be submitted to the Harbormaster before the lease is granted.

All dockage, storage and insurance fees are tax deductible for commercial vessels.

In Season begins on May 15 and runs until October 15, 154 days.

Off Season (COMM >25') April 1 until May 14, 45 Days, and October 16 until November 31, 45 days.	\$5.56/day	\$250
Off Season (COMM <25') April 1 until May 14, 45 Days, and October 16 until November 31, 45 days.	\$3.33/day	\$150
Winter Dockage (COMM >25') December 1 until March 31 121 days	\$12.40/day	\$1500
Winter Dockage (COMM <25') December 1 until March 31 121 days.	\$6.20/day	\$750



BOARD OF SELECTMEN

AGENDA ACTION REQUEST

Meeting Date: 2020

III

REVIEW OF FY 2021 PROPOSED BUDGETS

REQUESTED BY:	Town Administrator
DESIRED ACTION:	Review of large department budgets proposed for FY 2020
PROPOSED MOTION:	<p><u>OPTION 1:</u> Move to approve the FY 2021 budget for the _____ department in the amount of \$ _____ as recommended by the Town Administrator.</p> <p><u>OPTION 2:</u> Move to approve the FY 2021 budget for the _____ department in the amount of \$ _____ as amended.</p>
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s): _____
VOTED:	Yea _____ Nay _____ Abstain _____

GENERAL GOVERNMENT
179 Shellfish Department

Program Description

The Town of Wellfleet's Shellfish Department works to ensure sustainable fisheries for future generations by:

- enforcing town, state and federal policies and regulations governing shellfishing activities,
- propagating commercial and recreational shellfishing areas,
- protecting Wellfleet Harbor's environment and the general public's safety, and
- conducting public outreach and education.

To achieve its above responsibilities, the department is operational seven days a week, it employs three full-time personnel, utilizes two trucks (with a third one on its way), a boat, a barge and an ATV. Much of its work is performed outdoors in all kinds of weather on intertidal bottom areas and on the water, supervising and interacting with commercial and recreational shellfishermen and grant holders. Its personnel liaise with federal, state and county governments, other town departments and committees, and independent agencies, academic institutions and nonprofits. It works closely with the Harbormaster Dept. and other harbor user groups. It coordinates communications and collaborates with the media, the public, scientists, and other shellfish departments from around the state and the country. It engages in many forms of public education.

Budget Statement

Adequate staffing continues to be an issue given increasing duties and responsibilities from the state due to shellfish sanitation program changes at the federal level. First and foremost, it is of utmost importance that we ensure a safe, healthy product reaches the market, especially during the five-month vibrio season. The budget presented here includes adjustments to more accurately reflect the responsibilities and demands of the department, and the actual expenditures necessary to effectively run a department that supervises a year-round industry in which 25 percent of the local working-aged population participates and which generates \$7.2M in our community in primary shellfish sales alone. We are proposing the addition of a full-time deputy constable responsible for grant oversight to help us better monitor and manage that sector.

FY 2021 Objectives

- 1) Sell more shellfishing permits to bring more revenue in.
- 2) Achieve improved grant oversight and enforcement to bolster accountability and productivity.
- 3) Prepare for Wellfleet Harbor dredging by ensuring removal of lost aquaculture gear and allowing the harvest of shellfish (and relay of undersized shellfish) so as not to lose them during dredging.
- 4) Work to ensure Wellfleet does not lose shellfish harvesting opportunities due to changing Federal and State regulations.
- 5) Improve communication capabilities.

Major Accomplishments for FY 2020

- 1) Captured more catch data from the recreational fishery throughout the year.
- 2) Deputy Constable Chris Manulla promoted to lead our oversight of the growing number of dragger boats working in Wellfleet Harbor.
- 3) Documented significant landings from dragger fleet and worked with operators to better understand and implement boat regulations.
- 4) Created a new set of overwintering regulations to bring accountability to grant owners and help avoid aquaculture gear losses that have plagued the industry for the past two years due to ice.
- 5) We provided statistics and analysis of the importance to the town of an Indian Neck grant/beach/conservation area that helped the Town make an historic purchase of intertidal land.

Town of Wellfleet FY 2021 Budget Request

Personnel		
<i>Line #</i>	<i>Account</i>	<i>Description (specify basis for calculation)</i>
A-1	Full-time S&W	\$203,824 - three full-time staff
A-2	Full-time, seasonal S&W	\$20,989 – seasonal recreational patrol and propagation assistant and beach department staff to sell permits
A-3	Overtime	\$3,603 - Asst. and Deputy Constables for cultching and other necessities
A-4	Vacation Buyout S&W	\$7,839 – three staff, two weeks each
A-5	Longevity	\$2,900 – Asst. Constable (15 years) and Deputy Constable (20 years)
A-6	Holiday	\$5,765 – 364 day/year department; need 2 staff on patrol

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Electricity	\$0	
B-2	Rep. & Maint. Vehicles	\$4,750	add in \$250 for repairs needed to skiff + \$500 for maintenance service to skiff outboard each year; [every third year, each outboard will need full servicing (\$1,100) due to heavy use in shallow water]
B-3	Contract Services	\$3,450	Add'l \$1K to hire a GPS consultant to help produce an online map of shellfishing and aquaculture areas that can be used with the general public for safety and education (came up at Marina Advisory Committee to educate all harbor users about aquaculture gear)
B-4	Education & Training	\$1,300	add in \$500 for state-mandated Constable training
B-5	Telephone	\$2,200	
B-6	Postage	\$120	
B-7	Printing	\$650	
B-8	Advertising	\$500	reflects actual cost of advertising public hearings
B-9	Office Supplies	\$600	reflects actual cost of office supplies
B-10	Rep & Maint. Supplies	\$800	approaching actual cost of repair and maintenance supplies
B-11	Vehicle Supplies	\$200	addition of third truck and approaching actual cost of vehicle supplies
B-12	Gas/Diesel	\$8,700	Addition of third truck
B-13	Other Supplies	\$800	approaching actual cost of other supplies
B-14	Uniform	\$1,200	cost of proper gear, i.e. waders, has increased
B-15	Travel	\$350	
B-16	Dues & Memberships	\$440	Membership in Mass. Shellfish Officers Assn. and participation in professional convention to keep up with rapidly changing federal and state mandates
B-17	Other Fees	\$1,000	
B-18	Small Equipment	\$2,000	

GENERAL GOVERNMENT
180 Shellfish Conservation & Propagation

Program Description

The Town of Wellfleet's Shellfish Department works to ensure sustainable fisheries for future generations by:

- enforcing town, state and federal policies and regulations governing shellfishing activities,,
- propagating commercial and recreational shellfishing areas,
- protecting Wellfleet Harbor's environment and the general public's safety, and
- conducting public outreach and education.

The department conducts multi-pronged propagation efforts, including:

- paying for trucking sea clam cultch to the transfer station and operating a barge to spread cultch around the harbor in the spring,
- buying shellfish seed and running an intertidal farm operation much like town grant holders, but the product is not grown to market size; instead it is grown to a predator-resistant size when it can be distributed to different harvesting areas around the harbor to finish growing and become a wild Wellfleet oyster or clam,
- undertaking a variety of relay initiatives, meaning that it buys (or moves) shellfish from one area and transplants it to another area to provide better harvesting opportunities for both commercial and recreational shellfishing permit holders,
- initiating an oyster seed donation program with grant holders who collect oyster spat in Chipman's Cove, which are overwintered in the pits at the transfer station, put back on the propagation bed to grow in the spring and then broadcast around the harbor during the summer.

Budget Statement

The propagation responsibilities of the department continue to grow as we strive to build the necessary infrastructure and shellfish resources to increase the amount of shellfish that we add to the harbor to enhance our commercial and recreational harvests. We are still playing catch-up, but our efforts are producing results so we will keep working hard to grow our program and better it each year. We will keep our propagation budget level funded for FY21. Our revolving fund has received revenue only for four months, but as it grows over the years, we expect to begin reducing our need for taxpayer funds for our propagation budget 180. **See note below on a planned use of revolving fund in FY21.*

FY 2021 Objectives

- 1) Through our propagation efforts, we would like to foster the continued growth of the commercial shellfishing industry, recreational opportunities for the public and revenue to the town.
- 2) Grow our donation program with grant holders who put spat collecting devices in Chipman's Cove and expand our spat collecting efforts to decrease our reliance on hatchery seed in favor of Wellfleet's own wild seed.
- 3) Participate in Wastewater Management Committee meetings in order better understand potential alternatives using shellfish and advocate for implementation that best suits our shellfishery.
- 4) Increase focus on our quahog program by moving different year classes of clams from town propagation bed into other harvest areas and continuing participation in the state-run quahog relay.
- 5) Explore propagation opportunities in deep water areas to ensure a sustainable fishery for the dragger fleet.

Town of Wellfleet FY 2021 Budget Request

Major Accomplishments for FY 2020

- 1) Initiated a Revolving Fund for Shellfish Propagation to provide for long-term sustainability of our propagation program.
- 2) Applied for and received a \$17,700 grant from SPAT to bolster our recreational shellfishing program.
- 3) Put 250 bushels of quahogs from the contaminated relay in Chipman's Cove and another 150 at the Indian Neck recreational only area.
- 4) Planted 335,000 juvenile oysters and 200,000 baby quahogs on our propagation bed.
- 5) Purchased and distributed 500,000 pounds of sea clam cultch around the harbor.
- 6) Accepted donations of more than 500,000 juvenile oysters from grant lease holders to supplement our shellfish inputs to bolster what Mother Nature provides.
- 7) Launched our new cultch barge and put it to a wide variety of uses.

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
B-1	Aquaculture Supplies	11,000	Additional infrastructure necessary for propagation efforts, e.g. racks, oyster grow bags, clam nets, rebar, U-hooks, etc.
B-2	Cultch	\$10,000	10 loads of sea clam cultch trucked to transfer station (\$1,000/trip)
B-3	Seed	\$25,000	Purchase of juvenile oysters and clams

***Additional Expense NOT IN BUDGET:** *The department will use \$1,000 from its revolving fund for propagation for the remainder of a consultant contract to assist in securing additional MEPA permitting in order to be able to cultch all areas of Wellfleet Harbor.*

179 Shellfish

	FY 2019	FY2019	FY 2020	FY2021	FY2021
	Budget	Actual	Budget	Dept.	TA Budget
PERSONNEL:					
A-1 S&W - Full-time	186,427	190,465	193,504	198,430	198,430
A-2 S&W - Part-time	6,164	5,624	19,460	20,989	19,288
A-3 Overtime	0	4,184	871	3,603	3,603
A-4 S&W - Vacation Buyout	0	3,893	3,518	7,839	7,603
A-5 Longevity	2,500	2,500	2,700	2,900	2,900
A-6 Holiday	0	3,321		5,765	3,500
Total Personnel	195,091	209,987	220,053	239,526	235,324
OPERATING EXPENSES					
B-1 Electricity	0	0	0		
B-2 Repair & Maint. Services	2,000	1,953	4,000	4,750	4,750
B-3 Contract Services	1,600	2,734	2,450	3,450	3,450
B-4 Education & Training	1,000	1,380	800	1,300	1,300
B-5 Telephone	2,200	1,829	2,200	2,200	2,200
B-6 Postage	120	82	120	120	120
B-7 Printing	750	319	650	650	650
B-8 Advertising	0	397	200	500	500
B-9 Office Supplies	500	561	500	600	600
B-10 Rep & Maint. Supplies	500	1,212	600	800	800
B-11 Vehicle Supplies	150	286	100	200	200
B-12 Gas/Diesel	4,000	5,804	5,200	8,700	8,700
B-13 Other Supplies	0	685	250	800	800
B-14 Uniform	1,200	434	1,000	1,200	1,200
B-15 Travel	395	274	350	350	350
B-16 Dues/Memberships	210	260	200	440	440
B-17 Other Fees	1,500	0	1,000	1,000	1,000
B-18 Small Equipment	2,300	290	2,000	2,000	2,000
Total Operating	18,425	18,499	21,620	29,060	29,060
Total Department	213,516	228,486	241,673	268,586	264,384

180 Shellfish Conservation & Propagation

	FY 2019	FY2019	FY 2020	FY 2021 Budget Request	
	Budget	Actual	Budget	Dept.	TA Budget
OPERATING EXPENSES					
B-1 Aquaculture Supplies	6,000	14,248	9,000	11,000	11,000
B-2 Cultch	15,000	10,848	12,000	10,000	10,000
B-3 Seed	25,000	20,900	25,000	25,000	25,000
Paid via Revolving Fund					-40,000
Total Department	46,000	45,996	46,000	46,000	6,000

Program Description

The Wellfleet Fire Department is a combination staffed Fire/Rescue/Advanced Life Support provider that responds to an average of about 1,150 requests for emergency service annually. In 2018, this Department responded to a total of 1,185, calls of which 406 were fire related calls and 779 were emergency medical service (EMS)/ambulance calls.

In terms of staff, the Department consists of fifteen (15) full-time positions which include the Chief, the Fire Prevention Officer, our Administrative Assistant, and, twelve (12) Firefighter/Paramedics or EMTs, and, we are authorized for sixteen (16) call members which have varying certifications. The Department is organized into four (4) working groups who rotate on a twenty-four (24) hour work schedule which is pretty much the industry standard. The groups consists of up to (3) Full-time personnel and some number of call personnel. The remaining two (2) full-time personnel work a four (4) day, week day schedule, to provide coverage due to the inability of most call personnel to respond to calls during the regular work day. At this time, our call force consists of only four (4) personnel and it is becoming increasingly difficult to recruit new candidates due to the demographics of the community, economic conditions, ever changing training/certification requirements, and, in general the lack of individuals who wish to perform this type of work. It should be noted that this situation (the lack of available call personnel) is a nationwide reality, and not limited to just Wellfleet.

The Department provides a wide array of fire, rescue and advanced life support (ALS) emergency medical services. In addition to the traditional emergency response and hazard mitigation services that we provide, the following is part of our overall mission:

- Code Compliance/Fire Prevention (site plan review, building plan review, various life safety and fire safety code inspections in accordance with State and local laws);
- Fire prevention education (Pre-school, elementary school level, senior citizen public education programs);
- Community outreach (CPR training, car seat checks, blood pressure checks, drug addiction awareness, various group and special presentations);
- Community risk reduction (Pre- incident planning, Hazard mitigation planning, numerous emergency management functions);
- Training (On-going and continuous training to include required EMS refresher/recertification training, firefighting, rescue techniques, special hazards, instructor, fire officer/supervisor skills, etc.,).

Budget Statement

This budget includes the two (2) new full-time Firefighter/Paramedic (EMT) positions that were approved at the April, 2019 Annual Town Meeting. The funding for these full-time positions have been supplemented by our successful award of a Department of Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) grant. This is a three (3) year Federal grant which will provide \$292,300.00 to help cover the salary and benefit costs of these two (2) new positions. We are currently budgeting for eight (8) on call members from an originally budgeted authorization of sixteen (16) members.

Public Safety

FY 2021 Objectives

- Complete re-organization the Fire Prevention Division in terms of the new software and record keeping/filing system. Captain Joseph Cappello was promoted to Fire Inspector during FY-2019 has been working diligently on this re-organization and is making good progress in this regard. In addition, he is transitioning away from his duties as lead Public Education Officer and preparing another employee to lead that important function.
- Upgrading and improving our public education activities. This includes the assignment of FF/Paramedic Justin Kinshaw to be our lead public education coordinator both in the schools and in partnership with the Council on Aging. This will also allow Captain Cappello to better utilize his time and efforts on fire prevention and community risk reduction efforts.
- Improved emergency communication(s) and rescue capabilities at the Town owned ocean beaches. This objective has several components with its ultimate goal to provide better public safety services (EMS/Paramedic, lifeguard rescue and law enforcement). This objective includes, improved cellular phone service, improved radio communications from the beach, and, better rapid patient access/extrication from all areas below the dune(s).

Major Accomplishments for FY 2020

- Successfully obtained a Federal Staffing for Adequate Fire and Emergency Response (SAFER) grant in the amount of \$292,300.00. to help fund the two (2) new full-time Firefighter Paramedic/EMT positions.
- Successfully negotiated the purchase of a replacement, used aerial ladder truck to replace our aging 1986 Duplex/LTI. This used truck will be refurbished and placed into service in the summer of 2020 and will result in saving the Town over \$750,000.00 as opposed to purchasing a brand new truck.
- Worked with the Beach Administrator to improve overall beach safety inclusive of installing direct dial Verizon line emergency 911 call boxes at each ocean side beach, specifications on a new UTV vehicle capable of transporting a patient off the beach and up the dunes and enhanced first aid training for the lifeguard staff.
- Successfully secured approval at the April, 2019, Annual Town Meeting to hire two (2) additional full-time Firefighter/Paramedic-EMTs.
- Initiated monthly Stop the Bleed classes for the community. This will be a continuous, on-going activity.

Public Safety

Personnel			
Line #	Account	Amount	Description (specify basis for calculation)
A-1	S&W - Full-time	\$1,085,287	This line item covers the costs of fifteen (15) personnel including the Chief, Administrative Assistant, Fire Prevention Officer and twelve (12) Firefighter/Paramedics.
A-2	S&W – Seminars	\$24,712	This line item covers the cost of 60 seminars hours for each full-time Firefighter/Paramedic and is a contractual obligation. These seminars are taken off-duty and are paid at straight time.
A-3	S&W – Overtime	\$367,499	This line item is estimated based upon call volume history and contractual obligations. This line item represents the overtime required by contractual obligations to back-fill for vacations, sick time, personal time, meetings, and, emergency response call back. About 52% of total overtime costs for shift coverage (back-fill) and about 23% is required for emergency response call back.
A-4	S&W – Holiday	\$60,254	This line time represents the amount required to compensate the full-time personnel for Holidays as required by contractual obligations.
A-5	S&W – Longevity	\$6,600	This line item represents the amount required to compensate the full-time personnel based upon years of service as required by contractual obligation.
A-6	S&W – Stipend Call	\$35,200	This line item represents the stipend paid to call members for overnight standby coverage. It is based upon nine (9) members at \$4,400 per year.
A-7	S&W – Fire/Rescue Call	\$40,942	This line item represents the hourly wages paid to call staff for emergency responses. It is based upon the average hourly wage of \$21.55 at an estimated 3,392 hours for the year.
A-8	S&W – Ambulance Runs Call	\$31,089	This line item represents the amount paid to call staff for ambulance runs (transports) to Cape Cod Hospital. It is based upon the average rate of \$83.00 for 650 transports for the year
A-9	S&W – Days-Weekends	\$19,909	This line item represents the hourly wages paid to call staff for summer day time station duty. This represents one (1) extra person on duty during the day time hours and is based upon the average rate of \$22.16 for 900 hours for the year.
A-11	S&W – Vacation Payout	\$5,791	This line item represents payments to employees who wish to sell back their un-used vacation time in accordance with contractual agreements.
A-12	Health Ins Stipend	\$6,360	This line item represents payments to employees who chose not to participate in the Town's health insurance program.
A-13	Education Stipend	\$7,000	This line item represents payments to full-time personnel for education incentive stipends based upon the number of college credits they have taken and is a contractual obligation.
A-14	Incentive Pay Call	\$2,400	This line item represents payments to full-time personnel for education incentive stipends based upon the number of college credits they have taken and is a contractual obligation.

Public Safety

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
B-1	Rep & Maint. Services	\$21,000	This line item covers repairs to our apparatus (engines, aerial ladder, ambulances, etc.) and major tools and equipment. This includes annual pump and ladder testing/certification, Hurst/rescue tools, meter calibrations, etc.
B-2	Contract Services	\$34,038	This line item covers various contracts such as telephone system, copier. In addition, it covers the annual Cape & Islands EMS assessment fee, maintenance agreements on our three (3) LifePak 15s, Lucas CPR machines, power stretchers, SCBA testing, and Firehouse software license, CAD interface/mobile software maintenance fees, etc.
B-3	Medical Services	\$3,000	This line item covers the costs of pre-employment physicals and periodic TB testing.
B-4	Education & Training	\$1,500	This line item covers the cost of seminars and classes for the fire chief and on-call members for approved outside classes
B-5	EMS Training	\$5,675	This line item covers the cost of instructor fees and required Paramedic and EMT recertification costs.
B-6	Ambulance Billing	\$15,000	This line item covers the cost for our ambulance billing company.
B-7	County Dispatch	\$24,483	This line item covers the annual assessment/cost of Fire/EMS dispatch with the Barnstable County Sheriff's Dispatch and C-MED radio patch figured per ambulance transport.
B-8	Telephone	\$9,710	This line item covers the costs of office/landline phones and cell phone service costs associated with computer aided dispatch (CAD) and mobile data terminal/I-PAD linking.
B-9	Postage	\$495	This line item covers the cost of Department postage.
B-10	Printing	\$400	This line item covers the cost of printing, business cards, permits, forms, flyers, etc.
B-11	Advertising	\$1,560	This line item covers the cost of advertising inclusive of job classifieds/recruitment.
B-12	Office Supplies	\$3,000	This line item covers the cost of paper, ink cartridges, pens, binders, small office equipment, computer supplies, etc.
B-13	Rep & Maint. Supplies	\$6,500	This line item covers the cost of repair and maintenance of chainsaws, batteries (tool, radio, etc.) various tools, vehicle cleaning/maintenance supplies, etc.
B-15	Gasoline/Diesel	\$20,883	This line item covers the cost gasoline and diesel. Increased cost in accordance with the Town Administrator's instructions.
B-15	Food Supplies	\$600	This line item covers the cost of food during storm coverage and during extended emergency operations.
B-16	Medical Supplies	\$34,600	This line item covers the cost of all of our EMS supplies inclusive of drugs, narcotics, oxygen, personal protective equipment and disposable supplies.
B-17	Field Supplies	\$6,000	This line item covers the cost of patches, miscellaneous outerwear/vests, replacement gloves, boots, flashlights, consumable water, safety cones, etc.

Public Safety

B-18	Uniform	\$12,480	This line item covers the cost of call member uniform allowance, new member uniforms, replacement of ruined uniforms, and permanent firefighter's uniform allowance.
B-19	Training Supplies	\$1,500	This line item covers the cost of training videos, books, CPR manikins, training props/equipment, etc.
B-20	Travel	\$7,166	This line item covers the cost of mileage reimbursement for various required courses (Firefighter I/II, Paramedic/EMT refresher courses, continuing education, seminars, etc.
B-21	Meals/Lodging	\$3,100	This line item covers the cost of meals/lodging for seminars, Paramedic recertification/refresher classes and Chief's seminar
B-22	Dues & Membership	\$3,530	This line item covers the costs of annual regional Haz-Mat and Tech Team assessments, NFPA (membership and fire code subscriptions) Mass. Fire Chiefs, New England Fire Chiefs dues and various trade magazines subscriptions.
B-23	License/Permits/Fees	\$1,500	This line item covers the costs of our required annual ambulance license, controlled substance license,
B-24	Miscellaneous	\$750	This line item covers the costs of miscellaneous costs, flu shots, Hep B serum, etc.
B-25	Small Equipment	\$15,000	This line item covers the cost of replacing and/or repair small equipment due to damage, wear/tear, etc. This includes shovels, rakes, hand tools, power saws/tools, Class A and B foam, etc.

220 Fire Department

	FY 2019 Budget	FY 2019 Actual	FY 2020 Budget	FY 2021 Dept	FY 2021 TA Budget
PERSONNEL:					
A-1 S&W - Full-time	790,201	782,881	855,331	1,085,287	1,086,463
A-2 S&W - Seminars	16,529	6,076	18,638	24,712	24,712
A-3 S&W - Overtime	247,495	241,295	274,435	367,499	325,000
A-4 S&W - Holiday	40,937	37,617	42,596	60,254	60,254
A-5 S&W - Longevity	5,700	5,700	6,000	6,600	6,600
A-6 S&W - Stipend Call	52,800	26,325	39,600	35,200	35,200
A-7 S&W - Fire/Rescue Call	58,850	48,748	52,256	40,942	40,942
A-8 S&W - Amb Runs Call	54,015	39,570	45,760	31,089	31,089
A-9 S&W - Days/Weekend	19,936	9,898	19,909	19,909	19,909
A-11 S&W - Vacation Payout	5,065	5,364	5,131	5,791	5,791
A-12 Health Ins Stipend	6,360	9,532	6,360	6,360	0
A-13 Education Stipend	7,000	9,000	10,000	7,000	7,000
A-14 Incentive Pay Call	3,800	0	3,800	2,400	2,400
2019 ATM articles 14 & 15-Additional Firefighters			158,000	0	0
New Firefighters paid by SAFER grant			-118,500	-118,500	-118,500
2019 ATM article 10-Non union personnel			6,555	0	0
2019 ATM article 7-Firefighters Union Contract			48,211	0	0
Total Personnel	1,308,688	1,222,006	1,474,082	1,574,543	1,526,860
OPERATING EXPENSES					
B-1 Rep & Maint. Services	17,300	14,131	19,500	21,000	21,000
B-2 Contract Services	21,100	31,449	26,915	34,038	34,038
B-3 Medical Services	3,850	1,801	3,700	3,000	3,000
B-4 Education & Training	1,500	40	1,500	1,500	1,500
B-5 EMS Training	4,200	4,635	4,700	5,675	5,675
B-6 Ambulance Billing	17,000	16,706	16,500	15,000	15,000
B-7 County Dispatch	20,415	20,415	23,317	24,483	24,483
B-8 Telephone	9,500	8,753	9,500	9,710	9,710
B-9 Postage	460	458	460	495	495
B-10 Printing	400	41	400	400	400
B-11 Advertising	600	896	1,560	1,560	1,560
B-12 Office Supplies	3,000	2,282	3,000	3,000	3,000
B-13 Rep & Maint. Supplies	6,500	9,222	6,500	6,500	6,500
B-14 Gasoline/Diesel	19,704	13,347	16,000	20,883	20,883
B-15 Food Supplies	600	305	600	600	600
B-16 Medical Supplies	29,000	30,032	27,000	34,600	34,600
B-17 Field Supplies	5,500	4,053	6,000	6,000	6,000
B-18 Uniform	9,100	4,306	12,760	12,480	12,480
B-19 Training Supplies	1,500	1,113	1,500	1,500	1,500
B-20 Travel	8,000	2,309	6,000	7,166	7,166
B-21 Meals/Lodging	1,650	929	2,300	3,100	3,100
B-22 Dues & Memberships	3,115	2,747	3,150	3,530	3,530
B-23 License/Permits/Fees	12,465	2,133	9,700	1,500	1,500
B-24 Miscellaneous	600	182	735	750	750
B-25 Small Equipment	15,000	3,158	15,000	15,000	15,000
Total Operating	212,059	175,444	218,297	233,470	233,470
Total Department	1,520,747	1,397,450	1,692,379	1,808,013	1,760,330

Program Description

The Wellfleet Police Department is one component of your public safety agencies serving the town. We operate on a 24-hour basis, 7 days a week, 365 days a year. We provide support to the town, residents and visitors via a community policing philosophy. To accomplish this, we have 14 fulltime officers and seasonal officers who serve many functions to include patrol, investigation, animal control officer, etc.

Budget Statement

The overall budget falls within the Board of Selectmen budget guidelines. The budget is consistent with past practice and philosophy with minor adjustments.

FY 2021 Objectives

Maintain the same level of service that we have provided in the past. Working with the community, different agencies, businesses, residents and visitors. In addition, this budget year will see the opening of Marijuana shops in town. Continue with our Community Policing programs throughout town.

Major Accomplishments for FY 2020

- Working with the community on the various issues, traffic, opioid, mental health, storm preparation, etc.
- Transition of the Police Chief's position and filling other department leadership positions.
- Working with the beach administrator on handling crowd issues at the ocean beaches utilizing both department resources and outside agencies.

Personnel			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	S&W - Full-time	\$1,119,278	Includes correct union and step increases, Chief & Promotions. Personnel changes due to Chief's retirement
A-2	S&W – In-house Training	\$10,671	Slight increase to reflect new wages (approx. \$2,000)
A-3	S&W – Specials	\$100,000	Increase to reflect wages and hours along with increased Animal Control Officer hours (\$30,000).
A-4	S&W – Matron	\$2,000	Used to watch people under arrest, same previous year
A-5	S&W – Sch Crossing Guard	\$6,500	Same as previous year
A-6	S&W – Overtime	\$130,000	Slight increase to reflect new wages (\$10,000), well under outer cape overtime
A-7	Officer In Charge	\$7,000	Same as previous year
A-8	S&W – Night Differential	\$12,064	Same as previous year
A-9	S&W - Holiday	\$32,580	Slight increase to reflect new wages (approx. \$1,000)
A-10	S&W – Longevity	\$6,440	Slight decrease due to staff changes (approx. \$760)
A-11	Uniform Allowance	\$10,000	Same as previous year
A-12	Education Incentive	\$9,360	Slight increase to reflect new hires (approx. \$3,000)
A-13	Stipend-Detective	\$3,000	Same as previous years
A-14	Special Event	\$25,000	Same as previous year

Public Safety

Operating Expenses			
Line #	Account	Amount	Description (specify basis for calculation)
B-1	Rep & Maint. Services	\$500	Same as previous year
B-2	Rep & Maint. Vehicles	\$7,735	Same as previous year
B-3	Serv Contract-Copier	\$1,500	Same as previous year
B-4	Contract Services	\$10,000	Addition of leased motor cycle (\$5,000 increase)
B-5	Medical Services	\$400	Same as previous year
B-6	Education & Training	\$15,000	Increase for additional training
B-7	Academy Costs	\$10,000	Same as previous year
B-8	Telephone	\$5,000	Same as previous year
B-9	Postage	\$600	Same as previous year
B-10	Printing	\$700	Same as previous year
B-11	Advertising	\$300	Same as previous year
B-12	Office Supplies	\$5,500	Same as previous year
B-13	Rep & Maint. Supplies	\$2,500	Same as previous year
B-14	Vehicle Supplies	\$8,500	Slight increase (\$1,000)
B-15	Gasoline/Diesel	\$35,000	Same as previous year
B-16	Food Supplies	\$200	Same as previous year
B-17	Medical Supplies	\$2,500	Same as previous year
B-18	Other Supplies	\$0	Same as previous year
B-19	Uniform	\$3,500	Slight increase (\$1,500) ACO items
B-20	Uniform Allowance	\$4,000	Same as previous year
B-21	Training Supplies	\$3,000	Same as previous year
B-22	Travel	\$2,000	Same as previous year
B-23	Meals/Lodging	\$1,500	Same as previous year
B-24	Dues & Membership	\$4,000	Same as previous year
B-25	Drug Investigations	\$1,200	Same as previous year
B-26	Small Equipment	\$6,000	Same as previous year

Public Safety

		FY 2021 Budget Request				
		210 Police Department				
		FY 2019	FY 2019	FY 2020	FY 2021	FY 2021
		Budget	Actual	Budget	Dept Budget	TA Budget
PERSONNEL:						
A-1	S&W - Full-time	1,054,917	1,034,895	1,110,590	1,119,278	1,119,278
A-2	S&W - In-house Training	5,616	5,527	5,813	10,671	10,671
A-3	S&W - Specials	65,000	72,069	70,000	100,000	100,000
A-4	S&W - Matron	2,000	2,179	2,000	2,000	2,000
A-5	S&W - Sch Crossing Guard	6,500	0	6,500	6,500	6,500
A-6	S&W - Overtime	110,000	101,984	120,000	130,000	130,000
A-7	S&W - Officer in Chg	7,000	6,825	7,000	7,000	7,000
A-8	S&W - Night Differential	12,064	9,576	12,064	12,064	12,064
A-9	S&W - Holiday	29,778	24,206	30,596	32,580	32,580
A-10	S&W - Longevity	6,920	6,170	7,200	6,440	6,440
A-11	Uniform Allowance	10,000	9,000	10,000	10,000	10,000
A-12	Education Incentive	5,200	1,440	6,240	9,360	9,360
A-13	Stipend-Detective	2,400	3,000	3,000	3,000	3,000
A-13	Health Ins Stipend	0	24,436	0	0	0
A-14	Special Event Line			25,000	25,000	25,000
	Contract Adjust/Retirement Payout	29,561		45,000	0	0
	Total Personnel	1,346,956	1,301,305	1,461,003	1,473,893	1,473,893
OPERATING EXPENSES						
B-1	Rep & Maint. Services	500	248	500	500	500
B-2	Rep & Maint. Vehicles	7,735	5,077	7,735	7,735	7,735
B-3	Service Contract-Copier	1,500	2,452	1,500	1,500	1,500
B-4	Contract Services	5,000	4,507	5,000	10,000	10,000
B-5	Medical Services	400	896	400	400	400
B-6	Education & Training	10,000	4,965	10,000	15,000	15,000
B-7	Academy Costs	10,000	6,244	10,000	10,000	10,000
B-8	Telephone	5,000	5,957	5,000	5,000	5,000
B-9	Postage	600	822	600	600	600
B-10	Printing	700	1,020	700	700	700
B-11	Advertising	300	278	300	300	300
B-12	Office Supplies	5,500	5,996	5,500	5,500	5,500
B-13	Rep & Maint. Supplies	2,500	2,995	2,500	2,500	2,500
B-14	Vehicle Supplies	7,500	12,626	7,500	8,500	8,500
B-15	Gasoline/Diesel	35,000	27,425	35,000	35,000	35,000
B-16	Food Supplies	200	0	200	200	200
B-17	Medical Supplies	2,500	2,808	2,500	2,500	2,500
B-19	Uniform	2,000	3,365	2,000	3,500	3,500
B-20	Uniform Allowance	4,000	3,939	4,000	4,000	4,000
B-21	Training Supplies	3,000	9,585	3,000	3,000	3,000
B-22	Travel	2,000	3,727	2,000	2,000	2,000
B-23	Meals/Lodging	1,500	3,411	1,500	1,500	1,500
B-24	Dues & Memberships	4,000	5,958	4,000	4,000	4,000
B-25	Drug Investigations	1,200	0	1,200	1,200	1,200
B-26	Small Equipment	6,000	2,800	6,000	6,000	6,000
	Total Operating	118,635	117,099	118,635	131,135	131,135
	Total Department	1,465,591	1,418,405	1,579,638	1,605,028	1,605,028

POLICE BUDGET FISCAL YEAR 2021

	FY 2019 Budget	FY 2020 Budget	FY 2021 Request	Page For Back-Up	Comment
Expenditures					
Repair / Maint Serv	\$ 500	\$ 500	\$ 500	7 of 15	
Repair / Maint Serv Vehicles	\$ 7,735	\$ 7,735	\$ 7,735	7 of 15	
Service Contract Copier	\$ 1,500	\$ 1,500	\$ 1,500	7 of 15	
Contract Service	\$ 5,000	\$ 5,000	\$ 10,000	8 of 15	
Medical Service	\$ 400	\$ 400	\$ 400	8 of 15	
Seminars / Training	\$ 10,000	\$ 10,000	\$ 15,000	8 of 15	
Telephone	\$ 5,000	\$ 5,000	\$ 5,000	9 of 15	
Postage	\$ 600	\$ 600	\$ 600	9 of 15	
Printing	\$ 700	\$ 700	\$ 700	9 of 15	
Advertising	\$ 300	\$ 300	\$ 300	10 of 15	
Office Supplies	\$ 5,500	\$ 5,500	\$ 5,500	10 of 15	
Repair / Maint Supplies	\$ 2,500	\$ 2,500	\$ 2,500	10 of 15	
Vehicle Supplies	\$ 7,500	\$ 7,500	\$ 8,500	11 of 15	
Gasoline	\$ 35,000	\$ 35,000	\$ 35,000	11 of 15	
Food Supplies	\$ 200	\$ 200	\$ 200	11 of 15	
Medical Supplies	\$ 2,500	\$ 2,500	\$ 2,500	12 of 15	
Other Supplies	\$ -	\$ -	\$ -	12 of 15	
Uniforms	\$ 2,000	\$ 2,000	\$ 3,500	12 of 15	
Uniform (Allowance)	\$ 4,000	\$ 4,000	\$ 4,000	13 of 15	Contractual
Training Supplies	\$ 3,000	\$ 3,000	\$ 3,000	13 of 15	
Travel	\$ 2,000	\$ 2,000	\$ 2,000	13 of 15	
Meals / Lodging	\$ 1,500	\$ 1,500	\$ 1,500	14 of 15	
Dues / Subscriptions	\$ 4,000	\$ 4,000	\$ 4,000	14 of 15	
Small Equipment	\$ 6,000	\$ 6,000	\$ 6,000	14 of 15	
Academy Cost	\$ 10,000	\$ 10,000	\$ 10,000	15 of 15	
Drug Investigation	\$ 1,200	\$ 1,200	\$ 1,200	15 of 15	
Trans to Other Funds	\$ -	\$ -	\$ -		
Total	\$ 118,635	\$ 118,635	\$ 131,135		
Total Police Budget	\$ 1,469,894	\$ 1,523,638	\$ 1,605,028		

FY 2021		POLICE BUDGET FISCAL YEAR 2021				Education	Longevity
			Salary	EMT / EMD			
Hurley	Chief	261	\$141,663.00	\$ 141,663.00		N/A	\$ 1,500
		261		\$ 141,663.00			
Promotion	Lt/Sgt	261	\$ 35,000.00	\$ 35,000.00		N/A	\$ -
		261		\$ 35,000.00			
Brazile	Sgt. 3	261	\$ 94,778.00	\$ 94,778.00		N/A	\$ 1,500
		261		\$ 94,778.00			
Turner	Sgt. 3	261	\$ 80,987.00	\$ 80,987.00		N/A	\$ 1,000
		261		\$ 80,987.00			
Clark	Sgt. 3	261	\$ 94,788.00	\$ 94,788.00		N/A	\$ 750
		261		\$ 94,788.00			
LaRocco	Sgt. 2	261	\$ 77,266.00	\$ 77,266.00		\$ 1,040	\$ 360
		261		\$ -			
LaPense	Step 7	261	\$ 84,269.00	\$ 84,269.00		N/A	\$ 750
		261		\$ 84,269.00			
Spirto	Step 7	261	\$ 69,819.00	\$ 69,819.00		\$ -	\$ 380
		261		\$ 69,819.00			
De Oliveira	Step 5	40	\$ 66,455.00	\$ 10,184.67		\$ -	\$ 200
	Step 6	221	\$ 68,116.00	\$ 57,676.77			
		261		\$ 67,861.44			
Braun	Step 5	198	\$ 62,883.00	\$ 47,704.34		\$ -	\$ -
	Step 6	63	\$ 64,864.00	\$ 15,656.83			
		261		\$ 63,361.17			
Daley	Step 3	78	\$ 58,980.00	\$ 17,626.21		\$ 2,080	\$ -
	Step 4	183	\$ 60,932.00	\$ 42,722.44			
		261		\$ 60,348.64			
Garneau	Step 3	112	\$ 62,455.00	\$ 26,800.61		\$ 2,080	\$ -
	Step 4	149	\$ 64,455.00	\$ 36,796.15			
		261		\$ 63,596.76			
Valli	Step 4	203	\$ 64,455.00	\$ 50,131.67		\$ -	\$ -
	Step 5	58	\$ 66,455.00	\$ 14,767.78			
		261		\$ 64,899.44			
Pimentel	Step 2	171	\$ 60,455.00	\$ 39,608.45		\$ 2,080	\$ -
	Step 3	90	\$ 62,455.00	\$ 21,536.21			
		261		\$ 61,144.66			
Allen	Step 1	120	\$ 58,369.00	\$ 26,836.32		\$ 2,080	\$ -
	Step 2	141	\$ 60,455.00	\$ 32,659.60			
		261		\$ 59,495.92			
Total			\$	1,119,278	\$ -	\$ 9,360	\$ 6,440
Average OT			\$	71.14		Average Holiday	\$ 378

417 DPW Facilities**Program Description**

The DPW is responsible for all Town buildings, owned or leased, including cleaning, maintenance of plumbing, electrical, heating and air conditioning systems, lighting systems, emergency generators and structural upkeep. In addition, we maintain all Cemeteries, Parks, Parking areas, Recreational and Beach Facilities, which includes: structural maintenance, trash removal, restroom cleaning, maintenance of irrigation systems and lighting, placement and upkeep of signs at those locations.

Budget Statement

The department strives to keep all buildings, cemeteries, parks, parking areas, recreational and beach facilities in the best condition possible, while implementing a fiscally responsible budget.

FY 2021 Objectives

To maintain the buildings, cemeteries, parks, parking areas, recreational and beach facilities to a superior standard.

Major Accomplishments for FY 2019

New generator fuel tank was installed at Town Hall. New weathervane was installed on the cupola at Town Hall. Common areas at Town Hall were painted. Two new boilers were installed at the Fire Department; A permanent workspace was created at Town Hall for early voting. Holiday lighting was installed at Town Hall. Gutters were repaired at the Senior Center. Ocean side beach restrooms were painted and repaired. Prepped and poured concrete pad at Whitecrest Beach for new kiosk and constructed a new enclosure for the kiosk. Assisted Harbormaster with installation of floats (approximately 6 days). Worked with the Shellfish Department and assisted them by servicing and loading the cultch barge.

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Electricity	\$102,000	Level Funded
B-2	Propane Gas	\$40,000	Increased \$2000 based on FY2019 spending (DPW, Fire House, Town Hall, COA)
B-3	Fuel Oil	\$6,000	Increased \$2000 based on FY2019 spending
B-4	Rep & Maint. Services	\$4,000	Level Funded
B-5	Cleaning Perm	\$30,000	Decrease \$6,000 based on FY2019
B-6	Cleaning COA	\$15,600	Level Funded
B-7	Contract Services	\$95,000	Level Funded
B-8	Telephone	\$7,500	Level Funded Note: Telephone services used to be in both Facilities and Operating, placing all in Facilities now for easier tracking
B-9	Rep & Maint. Supplies	\$15,000	Level Funded
B-10	Custodial Supplies	\$13,500	Increased \$3000 based on FY2019 spending
B-11	Grounds keeping Supplies	\$5,000	Decreased \$1000 based on FY2019 spending
B-12	Other Supplies	\$1,000	Decrease \$800 based on FY2018
B-13	Licenses/Permits/Fees	\$350	Increased \$150 based on FY2018
B-14	Muni Water System	\$6,000	Level Funded

417 DPW Facilities

	FY 2019	FY 2019	FY 2020	FY 2021	FY 2021
	Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES					
B-1 Electricity	87,000	93,159	102,000	102,000	102,000
B-2 Propane Gas	35,000	40,427	38,000	40,000	40,000
B-3 Fuel Oil	10,000	5,757	4,000	6,000	6,000
B-4 Rep & Maint. Services	4,000	3,791	4,000	4,000	4,000
B-5 Cleaning Perm	41,000	24,069	36,000	30,000	30,000
B-6 Purrfect Cleaning COA	15,600	14,400	15,600	15,600	15,600
B-7 Contract Services	95,000	148,574	95,000	95,000	95,000
B-8 Telephone	7,500	6,549	7,500	7,500	7,500
B-9 Rep & Maint. Supplies	15,000	20,351	15,000	15,000	15,000
B-10 Custodial Supplies	10,500	13,135	10,500	13,500	13,500
B-11 Groundskeeping Supplies	6,000	2,409	6,000	5,000	5,000
B-12 Other Supplies	1,800	1,152	1,000	1,000	1,000
B-13 Licenses/Permits/Fees	200	100	350	350	350
B-14 Muni Water System	6,000	6,063	6,000	6,000	6,000
Total Department	334,600	379,935	340,950	340,950	340,950

Program Description

The DPW Operations Budget maintains: routine service, maintenance and repairs on over 45 pieces of rolling stock (including the Fire Department vehicles, the Police Department takes care of their own); DPW copy machine; office supplies to keep office running efficiently; medical service (MassDOT physicals); travel to seminars and meetings; training and seminars for staff; repair and maintenance supplies; grounds keeping; gasoline; meals when appropriate; uniforms; dues and memberships; licenses, permits, fees; small equipment and cemetery maintenance.

Budget Statement

To facilitate the repairs and maintenance of vehicles, small equipment; purchasing of vehicle parts, tires, oil, filters, belts, etc. welding supplies for repairs in-house; keep staff trained and up to date on software and machinery; uniforms for staff to keep warm and for safety; gasoline to power vehicles.

FY 2021 Objectives

To maintain vehicles and equipment to a superior standard; and to keep operations running smoothly.

Major Accomplishments for FY 2019

Numerous repairs to town vehicles by the Town's mechanic including trucks, loaders, backhoe, etc., which resulted in a cost savings to the Town of \$20,000; Auctioned and sold various equipment and vehicles through Municibid, generating \$61,575.00 for the Town; Staff members attended a Large Mower Operation and Safety seminar; Staff members attended Wood Chipping seminar; Staff members attended Snow and Ice Seminar; Staff members attended a Safety Seminar with MA. Dept. of Labor reviewing labor laws and safety practices; Attended Barnstable County meetings; Hosted WES 1st graders, presented them a tour of the DPW.

Operating Expenses

<i>Line#</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Rep & Maint. Vehicles	\$30,000	Level Funded, Repair & Maintain Vehicles
B-2	Rep & Maint. Fire Veh	\$20,000	Level Funded, Repair & Maintain Fire Dept. Vehicles
B-3	Serv. Contract-Copier	\$500	Level Funded, contract for Copier
B-4	Contract Services	\$20,000	Level Funded, Cylinder rental, uniforms, Manager Plus Software
B-5	Medical Services	\$500	Level Funded, for MassDOT Physicals
B-6	Education & Training	\$1900	Increased \$1000, for Training & Seminars
B-7	Postage	\$50	Level Funded, for postage
B-8	Advertising	\$500	Level Funded, Employment opportunities
B-9	Office Supplies	\$1,400	Level Funded, paper, toner, office supplies
B-10	Rep & Maint. Supplies	\$55,000	Level Funded, vehicle/tool parts, tools, welding supplies
B-11	Groundskeeping Supplies	\$1600	Decreased \$700, various tools, etc.
B-12	Gasoline	\$3,500	Level Funded, for gas operated vehicles, tools
B-13	Medical Supplies	\$1200	Increased \$700, medical supplies for offices and garage
B-14	Uniforms	\$7,000	Level Funded
B-15	Travel	\$400	Level Funded, to meetings and seminars
B-16	Meals/Lodging	\$200	Level Funded
B-17	Dues & Memberships	\$1,000	Level Funded, BCPWA, MA Water Assoc.
B-18	License/Permits/Fees	\$1,000	Level Funded Hoisting Licenses, Construction Licenses
B-19	Small Equipment	\$3,300	Decreased -\$1000, for smaller pieces of equipment
B-20	Cemetery Maint.	\$500	Level Funded, maintain cemeteries

420 DPW Operations

	FY 2019 Budget	FY 2019 Actual	FY 2020 Budget	FY 2021 Dept	FY 2021 TA Budget
PERSONNEL:					
A-1 S&W - Full-time	889,123	819,609	911,351	979,725	979,725
A-2 S&W - Seasonal/Temp.	60,000	47,812	60,000	60,000	60,000
A-3 S&W - Overtime, etc	34,400	25,414	34,400	34,400	34,400
A-4 S&W - Longevity	11,400	10,125	12,750	11,400	11,400
A-5 S&W - Vacation Buyout	0	0	0	0	0
A-6 Health Ins Stipend	0	4,176	0	0	0
A-7 Uniform Allowance	0	1,000	1,000	1,000	1,000
2019 ATM #8-Teamster's Contract			40,371	0	0
Total Personnel	994,923	908,135	1,059,872	1,086,525	1,086,525
OPERATING EXPENSES					
B-1 Rep & Maint. Vehicles	30,000	14,561	30,000	30,000	30,000
B-2 Rep & Maint. Fire Vehicle	20,000	38,546	20,000	20,000	20,000
B-3 Service Contract-Copier	500	0	500	500	500
B-4 Contract Services	20,000	33,469	20,000	20,000	20,000
B-5 Medical Services	500	400	500	500	500
B-6 Admin. Services	0	0	0	0	0
B-7 Education & Training	900	1,741	900	1,900	1,900
B-8 Postage	50	93	50	50	50
B-9 Advertising	500	4,559	500	500	500
B-10 Office Supplies	1,400	1,246	1,400	1,400	1,400
B-11 Rep & Maint. Supplies	55,000	34,575	55,000	55,000	55,000
B-12 Groundskeeping Supplies	2,300	295	2,300	1,600	1,600
B-13 Gasoline	3,500	4,348	3,500	3,500	3,500
B-14 Medical Supplies	500	1,159	500	1,200	1,200
B-15 Other Supplies	0	0	0	0	0
B-16 Uniforms	7,000	4,622	7,000	7,000	7,000
B-17 Travel	400	59	400	400	400
B-18 Meals/Lodging	200	387	200	200	200
B-19 Dues & Memberships	1,000	984	1,000	1,000	1,000
B-20 License/Permits/Fees	400	615	1,000	1,000	1,000
B-21 Small Equipment	4,900	390	4,300	3,300	3,300
B-22 Cemetery Maintenance	500	41	500	500	500
Total Operating	149,550	142,090	149,550	149,550	149,550
Total Department	1,144,473	1,050,225	1,209,422	1,236,075	1,236,075

FY 2021 Per Contract		FY 2021 Compensation	
Hwy Working Foreman	McCarthy	\$ 67,372.00	
Tran Station Foreman	Cicale	\$ 67,546.00	
Gate Attendant	Delano	\$ 48,999.00	
Fac & Grounds Maint Foreman	P. Williams	\$ 69,896.00	
Equipment Operator	Morris	\$ 51,019.00	
Mechanic	Pickard	\$ 65,428.00	
Custodian	Parker	\$ 53,443.00	
Custodian/Grounds	Bragdon	\$ 52,382.00	
Heavy Truck Driver	Berry	\$ 62,421.00	
Driver/Equip Operator	open	\$ 59,070.00	
Driver/Equip Operator	open	\$ 61,360.00	
Driver/Equip Operator	R. Williams	\$ 56,408.00	
Admin. Support	Leidenfrost	\$ 58,647.00	
Teamsters Contract Personnel		\$ 773,991.00	
Asst. DPW Director	Norton	\$ 90,000.00	FY21 Increase coming through WEA article
WEA Contract Personnel		\$ 90,000.00	
DPW Director	Vincent	\$ 115,734.00	per Contract
Total DPW Full-time		\$ 979,725.00	

FY2020 All estimates as all going for new contracts

FY2020 Teamsters Rates

Name	Rate FY2019	Rate FY2020 2.5%	OverTime x1 1/2	OverTime x2	
Christopher Parker	\$ 23.340	\$ 23.81	\$ 35.71	\$ 47.61	
Kevin Berry	\$ 27.340	\$ 27.89	\$ 41.83	\$ 55.77	
Ryan Williams	\$ 24.920	\$ 25.42	\$ 38.13	\$ 50.84	
Warren Silva, Jr.	\$ 28.680	\$ 29.25	\$ 43.88	\$ 58.51	
Patrick Flanagan	\$ 23.340	\$ 23.81	\$ 35.71	\$ 47.61	September 2017, waiting for a
Peter E. Williams	\$ 30.430	\$ 31.04	\$ 46.56	\$ 62.08	
Kevin McCarthy	\$ 28.360	\$ 28.93	\$ 43.39	\$ 57.85	
Michael Cicale	\$ 28.910	\$ 29.49	\$ 44.23	\$ 58.98	
Davis Walters	\$ 27.340	\$ 27.89	\$ 41.83	\$ 55.77	
Jacob Delano	\$ 21.360	\$ 21.79	\$ 32.68	\$ 43.57	
Lloyd Pickard	\$ 24.420	\$ 24.91	\$ 37.36	\$ 49.82	
Benjamin Morris	\$ 22.260	\$ 22.71	\$ 34.06	\$ 45.41	

FY 2020 WEA Rates

Name	Rate FY2019	Rate FY2020 2.5%	OverTime x1 1/2	OverTime x2
Paul Lindberg	\$ 39.630	\$ 40.62	\$ 60.93	\$ 81.24
Jean Leidenfrost	\$ 25.820	\$ 26.47	\$ 39.70	\$ 52.93

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FY2019 Contract

Mark Vincent	Salary for FY2019 is \$106,002.96	FY2020 estimate % 2.5 \$108,653.03
	Rate per Day is \$407.7036	
	Based on 260 days in FY2019	

422 DPW Highways**Program Description**

Maintenance and materials for public paved roads, public dirt roads, town parking lots, parking lots at each town facility (including the elementary school), public beach parking lots, public landings, bridges and dikes.

Maintenance includes: asphalt repairs; cracksealing; sweeping; line striping; brushing and mowing road sides; manufacture (for public town roads only) street and traffic signs and installation (initial installation of a Private Paved Road sign which residents have purchased, thereafter residents of the roads' responsibility); installation and maintenance of drainage systems; storm water management; grading and filling of public dirt roads. The Town also has approximately fourteen road maintenance agreements on private dirt road to perform light grading.

Budget Statement

Road materials, maintenance supplies, aging equipment are all factors. The budget also serves as a supplement to our annual Chapter 90 allotment from MassDOT.

FY 2021 Objectives

To deliver the expected level of superior service provided to the Town.

Major Accomplishments for FY 2019

Completed drainage remediation at Cahoon Hollow to control storm water on Town property; Installed a storm drain near the intersection of Summit Street and Clark Ave.; Aided in the processes of the installation of the vehicle charging station behind Town Hall; Engaged the services of Coneco to develop a plan for storm water flow rates and storm water remediation of Lieutenant Island Road; Assisted in Harbor dredging by moving material upstream to various locations; The DPW transported shellfish for the Shellfish Department from Sagamore to Wellfleet; Attended several meetings to discuss intersection design at Route 6 and Main Street.

Operating Expenses

Line #	Account	Amount	Description (specify basis for calculation)
B-1	Contract Services	\$50,400	Level Funded, Chapter 90 Supplement
B-2	Infrastructure Maint.	\$20,000	Level Funded, for sub-contracted hot mix repairs, hand work & new basin maintenance
B-3	Postage	\$0	
B-4	Rep & Maint. Supplies	\$5,000	Level Funded, sweeper & hot mix supplies, etc.
B-5	Public Works Supplies	\$17,000	Level Funded, cold patch, stone, basins, frames & grates, etc.
B-6	Small Equipment	\$500	Level Funded, lawn mowers, chain saws

422 DPW Highways

		FY 2019	FY 2019	FY 2020	FY 2021	FY 2021
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Contract Services	50,400	32,021	50,400	50,400	50,400
B-2	Infrastructure Maint.	20,000	19,106	20,000	20,000	20,000
B-3	Postage	0	0	0	0	0
B-4	Rep & Maint. Supplies	5,000	13,709	5,000	5,000	5,000
B-5	Public Works Supplies	17,000	27,248	17,000	17,000	17,000
B-6	Small Equipment	500	816	500	500	500
Total Department		92,900	92,900	92,900	92,900	92,900

Program Description

This budget is used to maintain snow and ice removal on public paved roads and sidewalks, public dirt roads and private paved roads that have met the Select Board's Policy, approximately fourteen Town parking lots, including the elementary school, public beach parking lots, public paved landings, sidewalks around each facility.

Budget Statement

This budget is based on an average winter for Wellfleet. The snow budget has the flexibility of being increased during a fiscal year, due to the unpredictability of the winter's snow and ice.

FY 2021 Objectives

To maintain the above in excellent condition throughout winter conditions.

Major Accomplishments for FY 2019

The winter of 2018 -2019 was moderate. We continue in helping residents of Private Paved roads follow and comply with the Select Board's policy through conversations, walkabouts and inspections.

Operating Expenses			
<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
A-1	Salaries & Wages	\$45,000	Level Funded Staff Snow Pay Overtime
B-1	Contracted Services	\$47,000	Level Funded Contracted Snow Equipment & Manpower
B-2	Vehicle Supplies	\$3,800	Level Funded Items needed to repair Sanders, Trucks, ATV, etc.
B-3	Food Supplies	\$380	Level Funded Food purchased for Staff after long hours
B-4	Salt / Deicer	\$32,000	Level Funded Salt for sidewalks & roads

423 DPW Snow and Ice

		FY 2019	FY 2019	FY 2020	FY 2021	FY 2021
		Budget	Actual	Budget	Dept	TA Budget
PERSONNEL:						
A-1	S&W - Overtime	45,000	40,583	45,000	45,000	45,000
	Total Personnel	45,000	40,583	45,000	45,000	45,000
OPERATING EXPENSES						
B-1	Contract Services	47,000	25,458	47,000	47,000	47,000
B-2	Rep & Maint. Supplies	0	0	0	0	0
B-3	Vehicle Supplies	3,800	11,136	3,800	3,800	3,800
B-4	Food Supplies	380	197	380	380	380
B-5	Salt/De-Ice	32,000	30,409	32,000	32,000	32,000
	Total Operating	83,180	67,200	83,180	83,180	83,180
Total Department		128,180	107,783	128,180	128,180	128,180

Program Description

Manages all of the Town's 234 Streetlights, repair and maintenance. It also pays the electricity used by the street lights.

Budget Statement

The electric service and maintenance with Siemen is obtained through the Cape Light Compact.

FY 2021 Objectives

To maintain an excellent standard of street lighting to the Town.

Major Accomplishments for FY 2019

Since all the 234 street lights were changed over to LEDs, an initial savings of 50%, (starting in FY2016, going from \$18,000 to \$9,000) is still exhibited. The LED street lights continue to perform well, reflecting energy efficiency and savings.

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Street Lighting	\$9,000	Level Funded, expected to be stable
B-2	Contract Services	\$1,600	Level Funded, expected to be stable

424 DPW Street Lights

		FY 2019	FY 2019	FY 2020	FY 2021	FY 2021
		Budget	Actual	Budget	Dept	TA Budget
OPERATING EXPENSES						
B-1	Street Lighting	9,000	4,099	9,000	9,000	9,000
B-2	Contract Services	1,600	637	1,600	1,600	1,600
Total Department		10,600	4,736	10,600	10,600	10,600

Program Description

The DPW manages the operation of the Transfer Station. It includes: transporting all refuse to SEMASS; implementation of Pay as You Throw; collection of all recycled materials, such as glass, newspaper, plastic, tin, scrap metal, paint, batteries, anti-freeze, waste oil, etc.; handling of hazardous waste materials including batteries, paint, antifreeze, waste oil, etc.; composting grass and leaves; collection of fees; billing of accounts; adhering to MassDEP regulations and inspections pertaining to Transfer Stations and landfills; reporting according to state requirements.

Budget Statement

Manage recycling and solid waste removal for the Town and oversees Mass DEP requirements of monitoring of the former landfill.

FY 2021 Objectives

Efficiently process recycling and solid waste for the Town.

Major Accomplishments for FY 2019

Participating in a Residential Food Waste Composting pilot program; Installation of a new concrete recycling pad; Installation of concrete bollards; Installation Attended Cape & Islands Solid Waste Professional Quarterly;

Operating Expenses

<i>Line #</i>	<i>Account</i>	<i>Amount</i>	<i>Description (specify basis for calculation)</i>
B-1	Rep & Maint. Services	\$7,000	-3,000 Decreased service & maint. of vehicles, equipment
B-2	Contract Services	\$220,000	Recycling, solid waste costs, equipment repairs. Increase is due to the increase in the per ton fee. Recycling and waste disposal are having issues in Massachusetts.
B-3	Landfill Monitoring	\$17,000	Level Funded, monitoring of the landfill
B-4	Amnesty Day	\$13,000	+3,000 Increased due to increased participation, rising costs associated for Amnesty Day
B-5	Postage	\$150	Level Funded, stamps, certified/return receipt
B-6	Advertising	\$0	
B-7	Office Supplies	\$1,000	Level Funded, various office items, toner, copy paper, etc.
B-8	Rep & Maint. Supplies	\$5,000	Level Funded, various parts, locks, tools
B-9	Custodial Supplies	\$300	Level Funded, various cleaning, paper products
B-10	Vehicle Supplies	\$9,000	+ 2,000 Increase various filters, parts, belts, batteries, etc.
B-11	Diesel	\$65,000	Level Funded, diesel for various vehicles, usage & price per gallon fluctuates from year to year: FY2016 \$2.65, FY2017 \$1.689, FY2018 \$1.905, FY2019 \$2.18, FY2020 \$2.395
B-12	Medical Supplies	\$300	Level Funded, first aid supplies
B-13	Public Works Supplies	\$2,500	Level Funded, misc. items: construction blocks, hardware set, welding supplies
B-14	Other Supplies	\$9,000	-\$2,000 Decreased, lamp recycling boxes, tarp, etc.
B-15	Recycling Bins	\$2,400	Level Funded, earth machines, recycling receptacles for various locations
B-16	Licenses/Permits/Fees	\$200	Level Funded, Various
	Recycling Committee	\$500	Level Funded, to help with their endeavors

433 DPW Transfer Station

		FY 2019	FY 2019	FY 2020	FY 2021	FY 2021
		Budget	Actual	Dept	Dept	TA Budget
OPERATING EXPENSES						
B-1	Rep & Maint. Services	10,000	510	10,000	7,000	7,000
B-2	Contract Services	191,000	194,329	191,000	220,000	220,000
B-3	Landfill Monitoring	17,000	14,725	17,000	17,000	17,000
B-4	Amnesty Day	6,000	12,300	10,000	13,000	13,000
B-5	Postage	150	134	150	150	150
B-6	Advertising	0	0	0	0	0
B-7	Office Supplies	1,000	330	1,000	1,000	1,000
B-8	Rep & Maint. Supplies	5,000	2,457	5,000	5,000	5,000
B-9	Custodial Supplies	300	0	300	300	300
B-10	Vehicle Supplies	7,000	8,704	7,000	9,000	9,000
B-11	Diesel	65,000	26,824	65,000	65,000	65,000
B-12	Medical Supplies	300	358	300	300	300
B-13	Public Works Supplies	2,500	2,910	2,500	2,500	2,500
B-14	Other Supplies	15,000	4,873	11,000	9,000	9,000
B-15	Recycling Bins	2,400	860	2,400	2,400	2,400
B-16	Licenses/Permits/Fees	200	218	200	200	200
B-17	Recycling Committee	500	95	500	500	500
Total Department		323,350	269,627	323,350	352,350	352,350



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: 2020

IV

REVIEW OF ALL TOWN FEES

REQUESTED BY:	Town Administrator
DESIRED ACTION:	Review of All Town Fees
PROPOSED MOTION:	Review and discussion.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

At their meeting of April 10, 2018, the Wellfleet Board of Selectmen voted to approve the following Use of Town Property fees:

Application fee	\$50.00
Weddings/Family Functions/Private Events closed to the public	\$110.00 per day
Festivals/Functions/Events open to the public	\$110.00 per parcel * (\$500.00 maximum)
Professional Filming fee	\$110.00 per day, minimum
Surf Lessons (at White Crest only)	\$385.00 per season

Fees must be paid by certified check, money order or cash seven (7) days prior to event.

Events exempt from fees:

Town sponsored events, fundraisers for the Town, not-for-profit events and political gatherings or protests, provided that application is made to the Board of Selectmen at a Public Meeting at least 30 calendar days prior to the event.

*Copy of Assessor's map must be included with the application with all areas of the proposed use highlighted.



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleet-ma.gov

BOARD OF SELECTMEN

ADMINISTRATION FEES

EFFECTIVE JULY 1, 2016

Business License Filing Fee	\$50.00
Use of Town Property Filing Fee	\$50.00
Noise Bylaw Waiver	\$50.00
Registration	\$25.00
Taxi Cab	\$75.00
Taxi Operator/Driver	\$50.00
Auctioneers - year	\$40.00
Auctioneers - day	\$35.00
Automatic Amusement	\$30.00
Junk Collector	\$50.00
Entertainment - One Day	\$50.00
Entertainment - Sunday	\$50.00
Entertainment - Weekday	\$75.00
General Retail	\$75.00
Common Victualler	\$100.00
Innholder	\$100.00
Class II	\$125.00
Class IV	\$75.00
Flea Market	\$550.00
Charter Boat Booth	\$100.00
Liquor License Filing Fee	\$50.00
Annual - All Alcohol Restaurant	\$1,500.00
Annual - All Alcohol Package Store	\$1,500.00
Annual - Beer & Wine Restaurant	\$1,375.00
Annual - Beer & Wine Package Store	\$1,375.00
Seasonal - All Alcohol Restaurant	\$1,600.00
Seasonal - All Alcohol Innholder	\$1,600.00
Seasonal - All Alcohol Package Store	\$1,600.00
Seasonal - Beer & Wine Restaurant	\$1,450.00
Seasonal - Beer & Wine Package Store	\$1,450.00
Seasonal License Extension	\$125.00
One Day Beer & Wine	\$100.00
One Day All Alcohol	\$150.00



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[Home](#) > [Departments](#) > [Building](#) > FEES

FEES

Fees for any work not listed below will be determined by the Building Commissioner. Fees are non refundable once permit is issued (All Departments). Please confirm up-to-date fees with

Building Department. Records request that will take more than 20 minutes will be charged at Department Assistant pay rate.

Fees tripled for all work started without a permit (All Departments).

RESIDENTIAL BUILDING CONSTRUCTION FEES	effective 7/1/16
New Construction (New Structures & Additions)	\$0.65 per sq. ft. or \$55 minimum
Existing Structures (Alterations & Repairs)	\$0.55 per sq. ft. or \$55 minimum
New & Existing Un-Conditioned Space, Porch	\$0.40 per sq. ft. or \$55 minimum
Decks	\$0.25 per sq. ft. or \$55 minimum
Garages, Barns, Accessory Structures/Sheds over 120 sf	\$0.25 per sq. ft. or \$55 minimum
Accessory Structures/Sheds 120 sf and under	\$55
Window / Door Replacement, Re-roofing, Re-siding	\$55 + 1% of construction value
Chimneys, Wood Stoves, Fireplaces	\$55
Fire Sprinklers	\$55
Pools Above Ground	\$115
Pools In ground	\$115 plus \$0.25 per sq. ft.
Solar Panel	\$55 + 1% of construction value
Wind Generation	\$55 + 1% of construction value
Signs	\$50 + \$25 per sf over 24 sf
Mechanical / Duct Work/Exhaust Hood	\$55
Retaining Walls, Foundation Walls only, Trench	\$55
Awnings, Tents, Temporary Construction Trailers	\$55
Demolition - 300 sq. ft. & under	\$60
Demolition - 301 sq. ft. & over	\$115
Moving Structures	0.25 per sf or \$55 minimum
Dock, Floats, Piers	\$115 + \$1.25 per sf
Certificate of Occupancy - each unit	\$55
Re-inspection	\$55
Emergency, Off-hour, Week-end Inspections	\$115

COMMERCIAL BUILDING CONSTRUCTION FEES	effective 7/1/16
New Construction (New Structures & Additions)	\$0.65 per sq. ft. or \$55 minimum
Existing Structures (Alterations & Repairs)	\$0.55 per sq. ft. or \$55 minimum
New & Existing Unconditioned Space, Porch	\$0.40 per sq. ft. or \$55 minimum
Decks	\$0.25 per sq. ft. or \$55 minimum

Garages, Barns, Accessory Structures / Sheds over 120 sf	\$0.25 per sq. ft. or \$55 minimum
Accessory Structures / Sheds 120 sf and under	\$75
Window / Door Replacement, Re-roofing, Re-siding	\$55 application fee + 1% of construction costs
Chimneys, Wood Stoves, Fireplaces	\$55
Fire Sprinklers	\$55
Pools Above Ground	\$125
Pools In ground	\$150 plus \$0.25 per sq. ft.
Solar Panel	\$55 application fee + 1% of construction costs
Wind Generation	\$55 application fee + 1% of construction costs
Cell Towers	\$250 plus \$0.25 per linear foot
Signs	\$125 plus \$0.25 per sf. over 24 sq ft.
Mechanical/Duct Work / Exhaust Hood	\$55
Retaining Walls, Foundation Walls only, Trench	\$55
Awnings, Tents, Temporary Construction Trailers	\$55
Demolition - 300 sq. ft. & under	\$60
Demolition - 301 sq. ft. & over	\$110
Moving Structures	\$0.25 per sq. ft. or \$55 minimum
Dock, Floats, Piers	\$225 plus \$1.25 per sq. ft.
Certificate of Occupancy - each unit	\$55
Certificate of Occupancy - Hotels & Motels	\$55 plus \$5 per room
Re-inspection	\$55
Emergency, Off-hour, Week-end Inspections	\$125
Commercial Annual Inspection	\$50

ELECTRICAL / WIRING PERMIT FEES	effective 7/1/16
Residential & Commercial (New, Addition, Alteration, Repair)	\$60 per inspection
New & Temporary Service	\$60
Re-inspection	\$50
Extra Inspection	\$50
Emergency, Off-hour, Week-end Inspections	\$100
All solar installations require 2 inspections	\$60 each

PLUMBING PERMIT FEES	effective 7/1/16
Residential & Commercial (New, Addition, Alteration, Repair)	\$60 plus \$10 per fixture
Re-inspection	\$50
Emergency, Off-hour, Week-end Inspections	\$100

GAS PERMIT FEES	effective 7/1/16
Residential & Commercial (New, Addition, Alteration, Repair)	\$60 plus \$10 per fixture
Re-inspection	\$50
Emergency, Off-hour, Week-end Inspections	\$100

ZONING BOARD OF APPEALS APPLICATION FEES	effective 7/1/16
Change in Use Only (No Construction):	\$85
Affordable Accessory Dwelling Unit	\$85
Residential Change in Use	\$85
Commercial / Business Change in Use	\$195

Construction of any sort: \$	0 - \$	1,000	\$90	
	\$	1,001 - \$	10,000	\$145
	\$	10,001 - \$	50,000	\$195
	\$	50,001 - \$	100,000	\$295
	\$	100,001 - \$	250,000	\$395
	\$	250,001 - \$	500,000	\$595
	\$	500,001 - \$	1,000,000	\$1,045
		\$1,000,001 - \$	1,500,000	\$1,545
		\$1,500,001 - and above		\$2,045
Amendment to Active Special Permit				\$90
Request for Extension to Special Permit				\$95
Appeal As Person Aggrieved				\$95

GENERAL CONDITIONS	effective 7/1/16
Building Permit Renewal	\$115
Replacement of Building Sign Off Card	\$35
Building Commissioner Opinion Letter	\$55
Building Permit Amended (All Departments)	\$55
Not Calling For Required Inspection (All Departments)	\$55
Covering Up work Without Inspection (All Departments)	\$115
Removal of Stop Work Order (All Departments)	\$210

Fees for any work not listed above will be determined by the Building Commissioner. Fees are non-refundable once a permit has been issued (All departments).

Please confirm up-to-date fees with the Building Department. Records requests that will take more than 20 minutes will be charged at Department Assistant pay rate.

Fees tripled for all work started without a permit. (All Departments)

Source URL: <https://www.wellfleet-ma.gov/building-department/pages/fees>

Conservation

Request for Determination of Applicability	\$ 30.00
Notice of Intent	\$ 100.00
Certificate of Compliance	\$ 15.00
Amended Order of Conditions	\$ 50.00
Coastal Engineering Structure	\$ 2.00/ linear ft.
Docks	\$ 2.00/ linear ft.
Re-issuance of a permit*	\$ 20.00
After-the-Fact filing of a Request for Determination of Applicability	\$ 300.00
After-the-fact filing of a Notice of Intent	\$ 1000.00
Jurisdictional Opinion	\$15.00
Small Vessel Permit	See Section 2.06 of this Regulation
Continuance after two hearings due to a lack of appearance or at the request of the applicant	\$5.00 / Additional Hearing

Board of Health

Permit Type, Effective 8/7/08		Fee
Commercial Septic Const. Permit - New Construction		\$150.00
- Varianced		\$250.00
- Upgrade		\$100.00
- Simple Repair		\$75.00
Residential Septic Const. Permit - New Construction		\$125.00
- Varianced		\$200.00
- Upgrade		\$75.00
- Simple Repair		\$50.00
Real Estate Transfer Septic Waiver		\$100.00
Real Estate Transfer Oil Tank Waiver		\$150.00
Septic Re-Inspection		\$50.00
Well Construction/Replacement Permit		\$50.00
Soil Evaluation (Perc Test)		\$100.00
Installer's Exam		\$25.00
Housing Inspection/ Field Determination, Per unit		\$60.00
Food Establishment		
0-50 Seats		\$100.00
51-100 Seats		\$150.00
Over 100 Seats		\$200.00
Temporary Food Establishment		\$25.00 per calender day
Frozen Dessert Manufacturer		\$25.00
Mobil Food Service Vendor (Prepared Foods)		\$100.00
Mobil Food Service Vendor (Packaged Foods)		\$75.00
Retail Food		\$100.00
Retail Food / Food Service Establishment		\$150.00
Septic Installers		\$100.00
Septage Haulers		\$100.00
Refuse Haulers		\$100.00
Motel/Cabin/Trailer Park Permit		\$50.00
Recreational Camp For Children		\$50.00
Commercial Pool Permit		\$100.00
Residential Pool Installation Permit		\$50.00
Tobacco		\$100.00
Funeral Director		\$100.00
Animal Permit, Per animal or per 3 fowl		\$3.00
Stable Permit		\$25.00
Tanning Facility		\$200.00
Body Art Establishment		\$600.00
Body Art Practitioner		\$400.00 per person



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Permits & Fees

Permits & Fees

Town of Wellfleet/Board of Health

Schedule of Fees and Conditions for Solid Waste Disposal at the Wellfleet Transfer Station

EFFECTIVE 7/1/2014

Residential Waste Disposal

1. Resident Vehicle Sticker

- A. 1st vehicle.....\$25.00
- B. 2nd vehicle.....\$10.00
- C. 3rd vehicle.....\$35.00

Stickers are to be permanently affixed to the windshield, lower corner driver's side of the vehicle, and allow unlimited entry for disposal of reasonable quantities of ordinary household waste from a single residence only. All waste must be in Wellfleet designated "Pay as You Throw" bags.

2. Pay As You Throw Bags

- A. large (about 33 gallons).....\$1.50 Sold in rolls of 5 for \$7.50
- B. medium (about 15 gallons).....\$1.00 Sold in rolls of 5 for \$5.00
- C. small (about 8 gallons).....\$.50 Sold in rolls of 5 for \$2.50

3. User Fee for non-PAYT Bags.....\$5.00 per bag

Pay as You Throw bags not required however, there is a \$5.00 charge per bag with a 35-gallon size bag limit.

Commercial Waste Disposal

1. Commercial Business Vehicle Sticker

- A. small vehicle (<1 ton).....\$65.00
- B. large vehicle (>1 ton).....\$95.00

Disposal of waste from hotels, motels, cottage colonies, condominiums, restaurants, and commercial businesses requires a commercial business vehicle sticker.

2. Commercial Refuse Fee

- A. waste in Pay as You Throw bags.....free
- B. waste not in Pay as You Throw bags.....\$80.00/ton

Commercial Refuse Hauler

- 1. Commercial Refuse Hauler Vehicle Sticker.....\$95.00

Construction and Demolition Disposal

1. Construction and Demolition Disposal Fee.....\$270.00/ton

Construction and demolition includes sheet rock, bricks, asphalt, shingles, windows, doors, and scrap lumber which is cut into six foot engths. (Please Note: We do not accept asbestos, creosol or hazardous waste.)

Bulk Metal

1. Bulk Metal Disposal Fee.....\$40.00/ton

Special Fee Items

- Appliances.....\$10.00 each
- Carpets.....\$10.00 each
- 50 Gallon Drums.....\$5.00 each
- Mattresses and Box Springs.....\$20.00 each
- Petroleum Tanks-300 Gallons.....\$30.00 each
- Propane Tanks- 20 lb Capacity.....\$3.00 each
- Propane Tanks- >20 lb Capacity.....\$20.00 each
- Sofas and Chairs.....\$10.00 each
- Sleeper Sofas.....\$20.00 each
- Televisions and Computer Monitors.....\$10.00 each
- Car Tires.....\$2.00 each
- Pick-Up Truck Tires.....\$5.00 each
- Water Tanks.....\$5.00 each
- Other Bulky Items.....\$10.00 each

THERE WILL BE NO FEE FOR RECYCLABLE MATERIALS

Content goes here.

Source URL: <https://www.wellfleet-ma.gov/permits-fees>



BOARD OF SELECTMEN

AGENDA ACTION REQUEST

Meeting Date: 2020

V

CORRESPONDENCE REPORT

As of Thursday, January 2, 2020

Letters (emails):

12/6	Dan Hoort	Budget Items
12/8	Clinton Austin	Grant #861, 861-A
12/8	Janet Reinhart – FWD:	Mia Baumgarten and Media Operations
	Deborah Magee	
12/9	Courtney Butler – FWD Chief	FD OysterFest Report 2019
	Pauley	
12/9	Courtney Butler	FCC Clock Tower Request
12/9	Willem Post	Fwd: efficiencies of wood stoves in the US and Europe
12/10	Dan Hoort	Taping of Meetings
12/10	Dan Hoort	Disposition of Town-owned land
12/10	Dan Hoort	RE: 07/23/19 BOS Meeting
12/10	Bruce Drucker	Videotaping
12/10	Ryan Curley and Curt Felix	Wastewater Meeting
12/10	Courtney Butler	FWD: Reminder: December 12th Introduction to Form-Based Code
12/10	Nancy Civetta	RE: Grant #861, 861-A (Sent by Clinton Austin)
12/11	Courtney Butler	FW: Brett Morse Letter - Shellfish Grant 741
12/11	Zack Dixon	SAB vote Shellfish Permit Fee
12/11	Dan Hoort	12/10 BOS Meeting Report
12/11	Elaine McIlroy	Housing Meeting Invitation
12/11	Gabrielle Griffis	Regarding Protocol Changes on Grant Transfers - Letter from Brett Morse
12/11	Nancy Civetta	Brett Morse Grant Transfer Request
12/12	Courtney Butler	Beth Singer leave of absence request
12/12	Dan Hoort	Two Shellfish license transfer requests
12/12	Jeanne Maclauchlan	RE: Grant #861, 861-A (Sent by Clinton Austin)
12/13	Rebekah Eldridge	Thank you
12/17	Dan Hoort	Grant for Housing
12/18	Dan Hoort	Tuesday, December 24 th
12/18	Courtney Butler	CDP Training – Zoning for Housing to Protect Open Space
12/18	Courtney Butler	Press Release: Herring River Restoration Project
12/18	Courtney Butler	November Monthly Report



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: 2020

V

12/19	Dan Hoort	Recording of Committee meetings
12/20	Courtney Butler	MMA Selectmen's Handbook
12/20	Senator Julian Cyr	Update on latest meeting with MassDOT/DCR
12/20	Courtney Butler	Out of Office
12/20	Carla Davis	C18381.00, Town of Wellfleet, Expanded ENF - Proposed Shellfish Propagation Sites
12/20	Jennifer Congel	Public records request
12/28	Jude Ahern	Fwd: Question 11 CAN be voted on and those votes will be counted and reported.
12/28	Jude Ahern	Fwd: Town Recreational Shellfish Crier: Vote Today, Chipman's Cove Closing and Beach Clean Up
12/28	Jude Ahern	Fwd: All shellfishing closed until further notice
12/29	Dan Hoort	Senator Cyr's 12/20 email correction
12/30	Richard Elkin	Disclosure of Financial Conflict of Interest – Cape Cod Commission Representative
12/31	Jude Ahern	\$ 1.5m the BOW thought it had? Oh, it's the Wellfleet Way
1/2/20	Dan Hoort	FW: Wellfleet solar project update and document request
1/2/20	Courtney Butler	Cape Light Compact: Quarterly Energy Efficiency Report
1/2/20	Dan Hoort	Appoint of Coordinator-Senior Citizen Tax Work-off program
1/2/20	Courtney Butler	1/9 Wastewater Meeting

Applications:

12/6	Damien Parkington	Shellfish Advisory Board
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Federal State Local:

12/3	Dept. of Telecommunications	License Expiration Notice
12/12	MA Historical Commission	Round 26 of the MA Preservation Projects Fund (MPPF) grants program
12/16	Office of the Attorney General	OML Complaint filed by Jude Ahern received on 10/25/19
12/30	Cape Light Compact	Quarterly Energy Efficiency Report

Board & Committee Minutes:

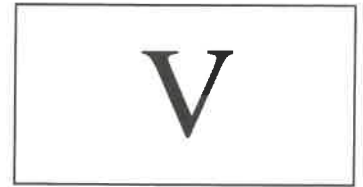
12/3	Christine Bates	ZBA Notice of Decision – 317 Main Street
12/3	Christine Bates	ZBA Notice of Decision – 225 Commercial Street
12/5	Housing Authority	Minutes of 09/12 meeting
12/5	Housing Authority	Minutes of 11/7 meeting
12/10	Community Preservation Comm.	Minutes of 11/13 meeting



BOARD OF SELECTMEN

AGENDA ACTION REQUEST

Meeting Date: 2020



12/10 Zack Dixon
12/11 Bruce Hurter

SAB 10/9 and 11/20 meeting minutes
Open Space 10/8 meeting minutes

Internal Memos:

12/11 Nancy Civetta

Shellfishing Policy and Regulations – updated
9/24/19

Legal:

12/6 KP Law

Town of Wellfleet/Cole's Neck Road – Petition
for New Certificate of Title After Taking and
Special Certifications of Transfer Certificate



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: 2020

VI

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of meeting minutes
PROPOSED MOTION:	I move to approve the minutes of December 10, 2019 as amended.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**Wellfleet Selectboard Meeting
Tuesday, December 10, 2019 at 6pm
Wellfleet Senior Center**

Selectboard Members Present: Chair Janet Reinhart; Kathleen Bacon; Helen Miranda Wilson; Justina Carlson; Michael DeVasto

Also Present: Town Administrator Dan Hoort; Executive Assistant Courtney Butler; Acting Police Chief Hurley; Fire Chief Pauley; Assistant Town Administrator Mike Trovato; Town Treasurer Miriam Spencer; Town Clerk Jennifer Congel; Library Director Jennifer Wertkin; Media Operations Manager Mia Baumgarten; Shellfish Constable Nancy Civetta

Chair Reinhart called the meeting to order at 6:00 p.m.

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.

- Wilson said several people have commented that the flashing lights framing town hall bother them. Lights are nice, she said just not flashing lights **with close color frequencies that hurt the eyes and that might distract drivers.**
- Reinhart said the weekend tree lighting and children singing was bigger and better than ever. She thanked all involved.
- Energy Committee Chair Elkin: The solar array at the landfill is very close to being complete.
- Audience member Cheryl Jaffe: Representing the Martin Luther King, Jr. holiday group announced there will again be a program on January 20, 2020.
- Acting Chief Hurley: Toys for Tots was again a success, thanks to all involved.
- Acting Chief Hurley: This Saturday (12/14) Santa will be visiting at the Wellfleet Cinema at 9:30am
- Acting Chief Hurley: Announced that 16-year Wellfleet Police Officer George Spiritos has resigned to relocate. We wish him well.

CAPE COD MUNICIPAL HEALTH GROUP – TOWN TREASURER

Determination of Conflict of Interest – Miriam Spencer

Spencer noted that the Board had previously appointed her to this group, because of her role as Treasurer. Spencer said a legal opinion established that being on the Health Group Board and also receiving health insurance through the Group, creates an appearance of conflict because she will be participating on setting her own insurance rates. Carlson said she appreciated the thoroughness of the disclosure and was fine moving forward with the determination.

- Bacon moved that the Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the town may expect from Miriam Spencer, Town Treasurer. The disclosure is dated November 4, 2019.
- DeVasto seconded, and the motion carried 5-0.

CCMHG Joint Purchase Agreement

Spencer said the Group is looking for feedback on the language, not a motion, tonight. She said a final version will be brought forward in January. Bacon asked Spencer if she was comfortable with

the language; Spencer said yes. Bacon said she was confident in Spencer's judgement. Hoort agreed that he approved of the language.

**DETERMINATION OF CONFLICT OF INTEREST DISCLOSURE EXEMPTION –
MEDIA OPERATIONS MANAGER**

Reinhart said the Board received a letter saying the Board "harassed and sidelined" Baumgarten and she apologized for this if there was any offense taken. She said that special municipal employees, serving on committees must follow state guidelines and regulations **and the Selectboard needs to pay attention to that.**

Bacon said she supports the Board's request to disclose a conflict of interest, but this matter was brought to the Board's attention by Baumgarten when she took the position. She said the Board and Town needs to support individuals, in any possible way, when they try to do good for the community. Bacon said the handling of requesting a disclosure could have been done another way, then how it was presented at the last meeting. Bacon noted the talents that Baumgarten brings to the Town, as well as other individuals. She apologized to Baumgarten.

Wilson said she had no idea how Baumgarten felt about how the request was presented at the November 26th meeting. She noted that Baumgarten did bring the conflict to the Board early on and said that Baumgarten is an exemplary municipal employee. Wilson said that the request for disclosure is a routine thing, that conflicts are disclosed in public. She thanked Baumgarten for following through on the matter and thanked the Board for bringing prompt attention to it.

DeVasto asked Bacon how she would have preferred the request for disclosure be made. Bacon said that KP Law should watch the Town's back as well as the Town Administrator who was aware of the possible conflict when the situation came to light.

Carlson agreed with DeVasto, that the Board handled the request in the proper way. She said there are bumps in the road, when serving as a committee member.

Wilson shared an updated version of the proposed motion: "move to approve that the Selectboard's determination that Mia Baumgarten's conflict of interest, under MGL C.268A §19 and 20 will not affect the integrity of the services which the Town may expect from her."

Carlson said the best resolution for the is to allow Baumgarten to continue in her role as Chair of the Cable Advisory Committee but requested that Baumgarten recuse herself from committee matters that involve the improvement of her own financial situation, i.e., the Media Recording Policy. Wilson agreed with Carlson's point. There was further discussion. Reinhart noted that any committee member who was voting on their finances must recuse.

- Wilson moved to approve that the Selectboard's determination that Mia Baumgarten's conflict of interest, under MGL C.268A §19 and 20 will not affect the integrity of the services which the Town may expect from her, with the exception of acting on matters effecting her finances as a member of the Cable Advisory Committee.
- Bacon seconded, and the motion carried 5-0.

DETERMINATION OF CONFLICT OF INTEREST DISCLOSURES – SHELLFISH ADVISORY BOARD

Wilson noted that the Board routinely asks the Shellfish Advisory Board (SAB) to weigh in on matters regarding fees, so she asked that the members file disclosures. She noted that the fees directly affect the members of the SAB.

- Wilson moved that, in particular matters related to discussions and recommendations related to fees, now and in the future, the Selectboard has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the town may expect from SAB members David Seitler, Rebecca Taylor, Zack Dixon, Thomas Siggia, John Duane, Chip Benton, and Jake Puffer. The disclosure is dated December 6, 2019.
- Bacon seconded, and the motion carried 5-0.

Wilson noted that this did not apply to future SAB members, not named in the motion.

COMMITTEE UPDATES

95 Lawrence Road Task Force

Elaine McIlroy, Jan Plaue, and Andrew Freeman from the Task Force presented the update. McIlroy noted that Bacon also serves on the Task Force, as well as Jim Hood, Gary Sorkin, Jay Horowitz, and Carl Susman. Assistant Town Administrator Mike Trovato provides support to the group.

McIlroy highlighted the following Task Force-related events:

- They have received a grant from the MA Housing Partnership (MHP) for preliminary site evaluation and capacity study.
- They receive ongoing consulting services being provided by MHP at no cost to the Town.
- They are working on due diligence and predevelopment activities related to preparing a Request for Proposal (RFP).
 - They have completed a title search, which resulted in a clean title.
 - They have completed a needs assessment.
 - They are continuing to review financial feasibility issues.
 - They have submitted grant applications to the State for further study of a water supply.
- They are planning community outreach to share information with relevant groups and general public.
- Community Info session sponsored by the Wellfleet Forum on Monday, January 6, at 7pm in the COA.
- Selectboard approval of RFP will be sought in March/April of 2020.
- They hope the RFP will be issued at the end of April or early May.

McIlroy said that based on the documented needs, economics of funding and site capacity, the Task Force is considering the following elements of an RFP:

- Up to 46 units of 1-3 bedrooms;
- Mix of smaller and larger buildings;
- Serve a wide range of income levels, from 30% to 120% AMI to meet the needs of the community and the economics of maximizing funding sources;

DRAFT

- Architecture and design compatible with the area and Wellfleet's historic and modern vernacular architecture;
- Communal outdoor gathering spaces;
- Energy efficient construction; passive solar and orientation for solar panels;
- On site property management;
- Maintenance of densely wooded slope on north side of the property;
- Siting a septic system under the ball field, with renovation of the ball field;
- Safety of walkways to school and traffic patterns in the area;
- 70% local preference for people who live or work in Wellfleet or have children in school in Wellfleet, which is the maximum required by law.

McIlroy noted that since 1990, the Town's population of 25-44 has decreased by 62%, seasonal housing has increased by 80%, and rentals have declined by 13.5%. She also noted that, from data gathered for recent rental opportunities in Provincetown and Eastham, at least 157 of renters make under \$50,000 and are looking for safe, secure, affordable rentals. She also noted that data from the American Community Survey documents that close to half of Wellfleet renters are severely cost burdened, paying more than 50% of their income for rent.

Bacon said the Task Force has been working diligently on a draft RFP for development. She noted that this is an ideal location and a once in a lifetime opportunity for the Town, allowing it to bring up its housing stock which currently sits at 1.9%. Bacon noted the complexity of creating affordable housing and that everyone has to be in favor of it. She said she has been honored to serve on the Task Force and with its members.

Wilson echoed Bacon's comments. She also said she and McIlroy, with help from the Health Agent, did research on available water for the site and that protecting the resource that provides water for the municipal wells should be considered; she suggested looking at double-plumbing as a way to reduce the impact on those wells. She noted that the gallons per day commitment for those lots in the original Coles Neck system had to be factored in. Reinhart encouraged the audience to send recommendations or suggestions to the Task Force.

DeVasto asked how many acres the housing development will be going on. McIlroy said the Town Meeting vote was for the use of 4 to 6 acres at the site.

Carlson said that the Town coming together for this effort was an example of the community at its best. She commended Bacon's efforts to dedicate 95 Lawrence Road to housing and for not giving up on that.

The Task Force's update will be available as public record.

Housing Authority and Local Housing Partnership

McIlroy and Maddy Entel presented the update. McIlroy provided the following list of work done by the group:

- They carried out their 6th buy-down this year, all of which can be added to the State's housing stock list;
- They have awarded 3 down payment local assistance loans;

DRAFT

- They have finished working with the Housing Assistance Corporation (HAC) to resell an affordable home in town;
- They are contracting with the Community Development Partnership (CDP) for part-time housing specialist services;
- They participated in the wall raising at the Durkee lane habitat homes project, where solar will also be installed;
- They have started conversations with the planning board about accessory units and cottage colony units;
- They worked to put an insert in the tax bill to raise money for the affordable housing trust fund – of which \$15,000 has been raised;
- They are exploring moving a cottage on Route 6 that houses an affordable residency;
- They had members, including the Assistant Town Administrator, attend the housing institute.

Wilson asked if the properties in the buydown program are restricted to affordability forever; McIlroy said they are deed restricted. Wilson asked where the money comes from; McIlroy said Community Preservation funds and the Affordable Housing Trust Fund. McIlroy said the approval is made by a lottery if there is more than 1 application.

DeVasto asked how many affordable accessory dwelling units have been made in the Town; McIlroy said 15 but they come and go because they are not deed restricted. He asked if the housing stock could increase if the affordability requirement was taken away; McIlroy said they do not want to take away the affordability aspect, but they are also aiming to create year-round rentals.

Bacon said the concern was how to monitor the housing stock; ensuring that year-round rentals are kept year-round. She said the Town has to find the enforcement mechanism that allows the Town to ensure this.

LICENSES

Extension of Liquor License – Fox and Crow Café

Trudy Vermehren presented her request. She noted that her license expired on November 30, 2019. She said she had to pay for a heater to do this and would like to re-open for a few nights a week. Vermehren said she would be open 2-3 nights for pizza and serve coffee and baked goods during the day. She said she is not looking to turn the establishment into a big bar. She is simultaneously applying for a year-round liquor license.

Wilson was pleased with Vermehren's announcement to stay open. Bacon said she was excited as well and it is appropriate, that it should be open year-round. She wished Vermehren well. Carlson was in support as well.

- DeVasto moved to approve the extension of the liquor license for the Fox and Crow Café to December 31, 2019.
- Wilson seconded, and the motion carried 5-0.

BUSINESS

Appointment of Mike Trovato to the Barnstable County HOME Consortium Advisory Council

Trovato introduced himself and presented his request. He said the Town has a vacancy on the Council and the group is typically made up of Town Planners and Housing Committee members. He said the Advisory Council has a standard meeting schedule of once a month on the second Thursday at 8:30 a.m. in Barnstable. Trovato stated that the primary task of the Council is to determine the allocation of federal HOME funds received by the County (currently about \$400,000 per year) and approve specific housing development funding requests within that allocation; establish local HOME program policies as allowed by regulations; remain current on local, state, and federal housing issues and to advocate for policies that will promote the creation and preservation of affordable housing in the region; act as a liaison with their local housing partnership/committee to report relevant regional, state, or federal housing policy information and to share local successes and/or concerns with the Advisory Council.

He said that Advisory Council members are nominated by the governing bodies in all fifteen towns and are appointed by the County Commissioners. At-large members are recommended by HOME Consortium staff and are appointed by the County Commissioners.

Bacon asked how many meetings he would attend; Trovato said at least one a month.

- Bacon moved to appoint Mike Trovato as the Wellfleet representative to the Barnstable County HOME Consortium for a term to expire January 31, 2021.
- Wilson seconded, and the motion carried 5-0.

Reappoint shellfish constables

DeVasto recused himself and left the room.

Johnny Mankevetch and Chris Manulla were present for their reappointment. Mankevetch thanked the Town for allowing them to do what they do. Carlson said the Board always hears wonderful things about the work they are both doing.

- Wilson moved reappoint John Mankevetch as Assistant Shellfish Constable and Chris Manulla as Deputy Shellfish Constable for a period of three years, ending December 31, 2022.
- Bacon seconded, and the motion carried 4-0, with DeVasto recused.

Report on use of SPAT Recreational Shellfishing Grant to date – Constable

Civetta presented the report. Civetta noted that SPAT awarded \$12,000 in 2018 to purchase seeds. In 2019, the Department and SPAT created a program to support recreational fishery; Civetta said SPAT wanted their contribution to help as many people in the Town as possible; the program included:

- buying 400 bushels of quahogs from the State relay program and placing them in Chipman's Cove and off Burton Baker Beach;
- buying 30,000 lbs. of sea clam cultch, which will have to be overwintered for use next season;
- reporting on activities at Indian Neck, which Civetta noted is a wonderful area for capturing wild oyster spat;
- collecting spat at Chipman's Cove, as well as ordering Chinese hats for 2020;

DRAFT

- working with SPAT to develop signage to be placed at each location, which will include SPAT's logo.

Civetta noted that almost \$12,000 of the \$17,500 has been spent, leaving a remainder of about \$5,000.

Wilson had Civetta clarify the geography of the upcoming recreational closure.

2019 OysterFest report from SPAT

Michele Insley, Lisa Brown, and Nancy O'Connell from SPAT and Alfred Pickard presented the report. Insley said the Fest was a success this year. She noted there were some challenges regarding safety. They are taking responsibility for that and are working to improve public safety precaution and the visitor experience in the future. Insley said a Public Safety Committee has been created to address these concerns. The Committee includes the Police and Fire Chiefs as well as SPAT Board Members and Matthew Frazier.

Reinhart asked the group to consider not only the visitors experience, but also that of the vendors, Town people, and workers. Insley said they would like to focus on improving the experience for all. Reinhart noted that a Boston news channel announced the Fest; Insley concurred that while SPAT does not advertise itself, other people advertise for them.

Bacon noted the previous reports by Acting Chief Hurley and Chief Pauley about safety concerns **during this year's Fest**. She noted this was not SPAT's fault but asked them to address the issues and look at possibly dialing back the event in the future. Bacon noted how lucky the Town was that no major safety events occurred.

Brown concurred with Bacon's comments. She said this year's Fest was unprecedented in terms of the history of the Fest. She said the SPAT board is now looking at reinstating an evacuation and safety plan. Brown said this includes meeting with the Fire and Police Chiefs, which they have done 3 times since the Fest. Brown said she would like a member of the Selectboard to serve on the committee as well. Brown also noted a marketing plan that will assist the local economy and industry.

Carlson said this was a great idea, but they have become a victim of their own success lately. She said that since the event takes place on Town property, she would like, in the future, to have a financial update.

Insley estimated that this year, 23,000 people attended; the revenue was around \$370K; and the event costs \$150K to operate. Over the years, they have given out nearly \$570,000 in grants; \$30,000 to the Shellfish Department; \$30,00 to Wellfleet Audubon; \$120,000 in scholarships to Nauset Students; and \$10,000 to dredging. In addition to these awards, they have committed \$100K to the marketing campaign.

Carlson asked if the group had a reserve; Insley said they always plan to have a reserve for 2 years. Reinhart asked this information to be posted publicly. Insley said they are interested in exploring the Economic Impact of the event for the community.

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DeVasto asked about the insurance policy, saying he had heard the amount was inadequate for the size of the festival and asked if they would consider increasing the liability in the future. Insley said it was \$1,000,000/\$3,000,000 but would double check.

Wilson asked SPAT to consider of applying their funds to projects that increase the tax burden, such as helping the Town's debt service. Brown noted their annual meeting was coming up in January and they would consider this suggestion then.

Insley noted that SPAT was not considering moving forward in the future with the security firm **they had contracted with this year because their personnel did not show up as planned and because SPAT was only notified of this on the first day of the Fest.** She said that they have already interviewed 2 other firms – one of which came to the Fest this year to see it – and that the Chiefs are involved in those interviews.

Civetta said she was unaware that SPAT was going to invest \$100,000 in a marketing campaign. She noted the positive impact that this will have on the Wellfleet Shellfish brand and name. She thanked SPAT for their efforts and support.

Vote of authorization for signing of permit applications for the Herring River Restoration Project

Carole Ridley, Coordinator for the Herring River Restoration Project, presented the request. She said **but that since then, a revised MOU IV was signed and so an authorization** was signed previously. She was asking the Board to re-authorize this authority for signing permits and provided a list of permits that will come up.

Wilson said she loved the detailed list. She said she would like to have the signatures of entire Selectboard on this type of document in the future, **not just the Chair's for reference in the future.**

- Bacon moved to authorize the Town Administrator to sign on behalf of the Town of Wellfleet as an Applicant, or as a Co-Applicant with the Cape Cod National Seashore as the case may be, and for environmental permit applications to be submitted to the Cape Cod Commission, Massachusetts Department of Environmental Protection, US Army Corp of Engineers, Massachusetts Coastal Zone Management, US Coast Guard, National Oceanic and Atmospheric Administration, US Fish and Wildlife Service, Massachusetts Department of Transportation, Truro Conservation Commission and Wellfleet Conservation Commission, for review and approval of Phase 1 of the Herring River Restoration Project as set forth in the Herring River Restoration Project Final Environmental Impact Statement/Environmental Impact Report, dated May 2016 (MA EOEEA Number 14272), and further to authorize Friends of Herring River, Inc., and their respective consultants, to represent the Town of Wellfleet in connection with public hearing processes and other aspects of permit administration with the above named agencies.
- Wilson seconded, and the motion carried 5-0.

SELECTBOARD REPORTS

- Wilson: attended the Shellfish Advisory Board meeting on 12/9 and the Herring River Technical Team meeting.
- Carlson: will attend the Cape Cod Water Protection Collaborative meeting

TOWN ADMINISTRATOR'S REPORT

This report is for the period November 23, 2019 through December 6, 2019.

1. General
 - No outstanding public records requests at this time
2. Fiscal Matters
 - FY 2021 Budget delivered to Selectboard and Finance Committee
3. Meetings
 - November 25 – Budget meeting with staff
 - November 25 – Budget meeting with staff
 - November 26 - Selectboard meeting
 - November 28 & 29 – Thanksgiving Holiday
 - December 5 – Barnstable County IT review
 - December 6 – COMCAST negotiations review
4. Complaints.
 - none
5. Personnel Matters:
 - none

Hoort said the biggest event is that the budget has been finalized and delivered to the Selectboard and the Finance Committee, it is also on the Town website under the Selectboard's page.

Wilson said she got an enormous benefit from attending a number of FinCom meetings last year and requested to have the FinCom's meeting schedule and agendas sent to the Board.

Reinhart asked Hoort if there was any progress with Comcast in regard to Wi-Fi; Hoort said he is planning a meeting with residents on Lt. Island and that the Dept. of Revenue issued a new regulation that the Town can contribute to the expansion of the network when it is a public safety issue, as in this case.

TOPICS FOR FUTURE AGENDAS

- Wilson: The Town-owned Clock on the Congregational Church.
- Reinhart: Joint wastewater meeting – separate for January 9th meeting that Hilary Lemos is planning.
- Reinhart: Shellfish matters.
- Reinhart: Harbor and Marina.
- Reinhart: nomination of appointment to SPAT board.

CORRESPONDENCE AND VACANCY REPORTS

Wilson said 2 shellfish related communications had come in. Wilson asked the Board who knew that the Town owned the clock at the Congregational Church; Reinhart said she knew.

MINUTES

November 26, 2019 – Regular Meeting

Wilson provided amendments to Butler and the Board.

- Wilson moved to approve the minutes of November 26, 2019 as amended.

DRAFT

- DeVasto seconded, and the motion carried 5-0.

ADJOURNMENT

- Wilson moved to adjourn
- Bacon seconded, and the meeting adjourned at 8:02 pm.

Respectfully submitted,
Courtney Butler,
Secretary

Public Records Material as of 12/6/2019

1. Cape Cod Municipal Health Group conflict of interest disclosure from Miriam Spencer and joint purchase agreement papers;
2. Conflict of Interest disclosures for Mia Baumgarten, Dave Seitler, Rebecca Taylor, Zack Dixon, Thomas Siggia, John Duane, Chip Benton, and Jake Puffer;
3. Committee Updates from the 95 Lawrence Road Task Force, Housing Authority, and Local Housing Partnership;
4. Request for extension of liquor license;
5. Memo from Nancy Civetta re: Reappointment of Shellfish Constables;
6. Memo from Nancy Civetta re: Spending of SPAT monies;
7. Appointment paper for Mike Trovato to the Barnstable County HOME Consortium Advisory Council;
8. OysterFest report from SPAT;
9. Herring River Restoration authorization for signing of permit applications;
10. Town Administrator's Report;
11. Correspondence and Vacancy Report;
12. Draft minutes for November 26th meeting.



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Meeting Date: 2020

VII

ADJOURNMENT

REQUESTED BY:	Chair
DESIRED ACTION:	Adjournment
PROPOSED MOTION:	I move to adjourn
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

