



Board of Selectmen

The Wellfleet Board of Selectmen will hold a joint public meeting with the Finance Committee on Tuesday, February 11, 2014 at 7 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.

I. Announcements, Open Session and Public Comment [7:00]

II. Public Hearing(s) [7:15]

A. Regulations

- a) Public hearing to consider a proposed change to the Wellfleet Environmental Protection Regulations, specifically section 2.06: Small Vessel Identification and Permitting Program. This includes a change in the current fee structure.

III. Licenses/Appointments/Reappointments/Use of Town Property

A. Licenses

- a) Application received for a petition for a liquor license change of corporate name/DBA from Mac's Shack, Inc. to Wellfleet Harbor Seafood, Co. Inc.

B. Appointments

- a) Jarrod J. Cabral to the Building and Needs Assessment Committee to fill the remainder of Robert Kelly's term ending 6/30/15.
b) Jonathan Hale, Davis Lanctot and Jordan Proudfoot as Wellfleet Special Police Officers with an effective term from May 1, 2014 through June 30, 2015.
c) Detective Scott Chovanec (Provincetown Police Department) as a Wellfleet Special Police Officer with an effective term from February 12, 2014 through June 30, 2015.

C. Use of Town Property

- a) Application received from Myya Beck/WOMR for the Lower Cape Sprint Triathlon on Saturday, June 21, 2014 from 7:00 a.m. to 10:00 a.m. to use Long Pond for ¼ mile swim; the Long Pond parking lot for a transition area; Long Pond Road and Ocean View Drive for a 10 mile bike loop; Long Pond Road and Ocean View Drive for a 3 mile run loop. The race will benefit WOMR and Wellfleet Montessori Pre-School. A flat rate \$100 team entry fee will be charged, with a fundraising option for people to contribute more. [Processing Fee and Use of Town Property fee: Exempt].
b) Application received from Beth Brehmer from the Recycling Committee requesting the use of 325 Main Street (the Penny Patch) on Wednesdays from 8:00 a.m. to 1:00 p.m. from May 14 to October 15, 2014 (same days and hours as Farmer's Market) to set up a booth to sell artwork and promote the work of the Recycling Committee. Trying to recruit 6-10 additional vendors. 20% of proceeds donated to the Recycling Committee. [Processing fee: \$20. Use of Town Property fee: \$100].
c) Application received from Amy Ryan from the Ryan Environmental Group to use Newcomb Hollow Beach on Friday and Saturday, March 28-29, 2014 for one hour per day; 5:00 to 6:00 p.m. to build a small temporary habitat to reenact an indigenous lifestyle for educational purposes. 14 people involved and no food or beverages at the site. Area will be left in pristine condition. This is an educational project for a private study group not open to the public and no fees will be charged. [Processing fee: \$20. Use of Town Property fee: \$100].
d) Application received from Steven Hughes from Challenger Sports to use Baker's Field (soccer field) Monday, August 22 – Friday, August 28, 2014 from 9:00 a.m. to 12:00 p.m. and 5:00 p.m. to 8:00 p.m. Challenger Sports runs an instructional soccer program for young players. Asking for a three-year option to keep costs to parents lower. Fees charged for enrollment but

a percentage of profits given to the Wellfleet Recreation Department. [Processing fee and Use of Town Property fee: Exempt].

- e) Application received from Jennifer Flanagan from the Wellfleet Elementary School PTA to use Baker's Field, parking area, tennis courts and snow fence on Saturday, May 24, 2014 from 7:30 a.m. to 4:30 p.m. for a school fundraising festival with rides, music, game booths, craft vendors, hot dogs, popcorn, cotton candy and drinks. No entrance fee and a minimal charge for rides, games and food. Requested rain dates: Sunday, May 25 and second rain date pending confirmation. Recreation Dept. has confirmed that June 1 not available. [Processing fee and Use of Town Property fee: Exempt].

IV. Business

- A. Surrender of Town Pizza liquor license
- B. Water system expansion change orders: #2 (Culvert); & #3 (Hiller Ave.) [TA]
- C. Review of Fire Dept. overtime [TA]
- D. Review of proposed improvements to Gull Pond landing and parking [Grout-Thomas]
- E. Review and/or approve FY2015 Operating and Enterprise Fund Budgets
- F. Review and/or approve FY2015 Capital Budget
- G. FY2015 Wellfleet Elementary School, Nauset Regional and Cape Cod Regional Technical School budget review

V. Town Administrator's Report

VI. Future Concerns

VII. Correspondence and Vacancy Report

VIII. Minutes [January 28, 2014]

IX. Adjournment

TOWN OF WELLFLEET
PUBLIC NOTICE

Notice is hereby given that the Wellfleet Board of Selectmen will hold a public hearing on Tuesday, February 11, 2014 at 7:15 p.m. in the Wellfleet Council on Aging to consider a change in the fee structure for Small Vessel Permit in the Wellfleet Environmental Protection Regulations. Copies of the proposed changes are available in the Administration Office and at the Conservation Commission.

WELLFLEET BOARD OF SELECTMEN

**Wellfleet Conservation Commission
Environmental Protection Regulations
Proposed Changes January 2014
Public Hearing Scheduled: February 5, 2014**

2.06 Small Vessel Identification and Permitting Program
(Effective April 1, 2013)

2.06 Small Vessel Identification and Permitting Program

Small vessels (canoes, kayaks, dories, skiffs, dinghies, sail or paddle boards, and similar watercraft) may be stored **only** on designated Town Landings, (a list for which shall be posted on the Town website and available at the offices of the Harbormaster and the Conservation Agent and at the Beach Office), in Wellfleet provided that they meet the following regulations.

(1) Each vessel must obtain and display a current Identification Sticker obtained from the Town of Wellfleet.

(a) Stickers are nontransferable to any other vessel, even if owned by the same individual.

(b) Stickers will serve as a permit for use at one (1) specific Town Landing, will be issued annually and be in effect from April 1st through November 1st. In accordance with existing Marina regulations, no boats shall be stored on Town Landings between November 1st and April 1st, with the exception of those used by year-round fisherman.

(2) ~~The annual fee for an Identification Sticker will be \$25 for residents, non-resident taxpayers, and those presenting a current residential lease or vacation rental lease.~~

(2) Residents, non resident taxpayers, and those presenting a current residential lease or vacation rental lease will be eligible for an identification sticker with the following fees:

April and May (April 1- May 31)	\$30.00
June (June 1-June 30)	\$30.00
July (July 1-July 31)	\$30.00
August (August 1-August 31)	\$30.00
September and October (September 1-October 31)	\$30.00
April through October (April 1-October 31)	\$50.00

2.06 Small Vessel Identification and Permitting Program (Cont.)

(a) The vessels must be located and secured in the manner defined by the Town. In most cases, this will require that vessels be placed on racks provided by the town.

(3) A limited number of Stickers will be allotted for each designated town landing and will be available on a first-come first-served basis. Sticker applications will be available on the Town website, through the beach sticker office, and the Harbormaster's office.

(a) Any person who leases a mooring through the Harbormaster, may upon request, be issued one Identification Sticker at no charge for a "tender" associated with the larger vessel. Such tenders are to be stored as directed by the Harbormaster

(b) Any boat rental service using the Town landing on Gull Pond will be issued a number of Identification Stickers in equal to the number of vessels permitted through its contract with the Town.

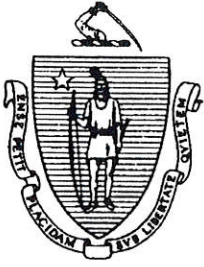
(c) Each licensed commercial fisherman or aquaculturist who stores a small vessel associated with his/her work at a town landing will be allocated one Sticker at no charge, and a second Sticker at no charge if work is done on two grants. Stickers for fishermen and aquaculturists shall be year-round permits and available upon request from the Harbormaster.

(3) Any vessel owner receiving or purchasing a Sticker agrees to release the Town of Wellfleet and its employees or agents ("the Town"), from any and all claims, rights of action or other forms of liability, whether for personal injury, property damage or otherwise, that may arise in connection with use of the Town Landings for storage of a vessel, and agree, as a condition of receipt of a permit for such storage, to INDEMNIFY and HOLD HARMLESS the Town against any and all legal claims and proceedings of any type that may arise from or relate in any way to use of the designated storage location.

(4) The Harbormaster, the Shellfish Constable, the Conservation Agent, and the Beach Administrator (and their deputies or assistants) shall have the authority to enforce this regulation.

2.06 Small Vessel Identification and Permitting Program (Cont.)

- (5) Any vessel found on a town landing without a current Town-issued Identification Sticker may be tagged for removal. If the vessel has not been removed within 48 hours, it may be removed by the Town and subject to a non-criminal violation with a fine of up to \$100. The vessel will be released to its owner upon payment of any fine imposed. Persons with unpaid fines will not be able to purchase beach and transfer station stickers or additional vessel identification stickers the following season.
- (6) If a question arises regarding this regulation or the issuance of a permit, the Conservation Commission will discuss the matter at a regularly scheduled Public hearing during the business meeting. Requests for hearings should be Made in writing and sent to the Conservation Commission or its Agent. Following a request a hearing will be scheduled within one month's time.



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134800047
 ABCC License Number

Wellfleet
 City/Town

02/11/2014
 Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input checked="" type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee: Wellfleet Harbor Seafood, Inc. EIN of Licensee: 204549136

D/B/A: Mac's Shack Manager: MacGregor B. Hay

ADDRESS: 91 Commercial Street CITY/TOWN: Wellfleet STATE: MA ZIP CODE: 02667

Seasonal: Annual or Seasonal: All Alcohol: Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.): Restaurant

Complete Description of Licensed Premises:
 Two story 2500 sq. ft. First floor has seating and kitchen. Second story is office/storage. 4 exits on first floor (3 in dining room, 1 in kitchen). 90 seat capacity, outside dining and waiting area, approximately 800 sq. ft.

Application Filed: Jan 21, 2014 Date & Time Advertiser: Date & Attach Publication Abutters Notified: Yes No

Licensee Contact Person for Transaction: MacGregor Hay Phone: 508-349-6333

ADDRESS: PO Box 1768 CITY/TOWN: Wellfleet STATE: MA ZIP CODE: 02667

Remarks: Change of corporate name from Mac's Shack, Inc. to Wellfleet Harbor Seafood, Inc.

The Local Licensing Authorities By: _____

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks: _____

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

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

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

IF USED EPAY, CONFIRMATION NUMBER:

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134800047

LICENSEE NAME:

Mac's Shack Inc.

ADDRESS:

91 Commercial St.

CITY/TOWN:

Wellfleet

STATE MA

ZIP CODE

02667

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PETITION FOR CHANGE OF LICENSE

134800047
ABCC License Number

Wellfleet
City/Town

The licensee Mac's Shack, Inc. respectfully petitions the Licensing Authorities to approve the following transactions:

- | | |
|--|--|
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Premises |
| <input type="checkbox"/> Pledge of License/Stock | <input type="checkbox"/> Cordial & Liqueurs |
| <input checked="" type="checkbox"/> Change of Corporate Name | <input type="checkbox"/> Change of Location |
| <input type="checkbox"/> Change of DBA | <input type="checkbox"/> Change of License Type (\$12 ONLY, e.g. "club" to "restaurant") |

Change of Manager
Last-Approved Manager:
Requested New Manager:

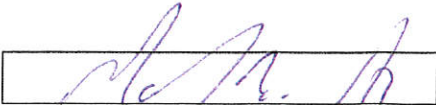
Pledge of License /Stock
Loan Principal Amount: \$ Interest Rate:
Payment Term: Lender:

Change of Corporate Name/DBA
Last-Approved Corporate Name/DBA: Mac's Shack, Inc.
Requested New Corporate Name/DBA: Wellfleet Harbor Seafood, Co. Inc.

Change of License Type
Last-Approved License Type:
Requested New License Type:

Alteration of Premises: (must fill out attached financial information form)
Description of Alteration:

Change of Location: (must fill out attached financial information form)
Last-Approved Location:
Requested New Location:

Signature of Licensee 
(If a Corporation/LLC, by its authorized representative)

Date Signed 1/17/14

Business Certificate

Fee \$20.00

The Commonwealth of Massachusetts

Town of Wellfleet

Date: 01/24/14

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of:

Wellfleet Harbor Seafood Co. Inc. dba Mac's Shack

is conducted at

91 Commercial St.
Number and street

Wellfleet

Town

by the following named persons:

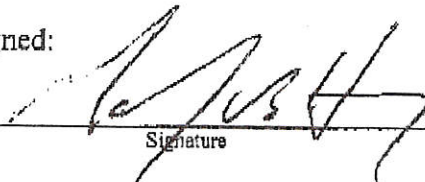
FULL NAME

MAILING ADDRESS

Macgregor Hay

Box 1768; Wellfleet, MA 02667

Signed:



Signature

Signature

The Commonwealth of Massachusetts

Barnstable ss.

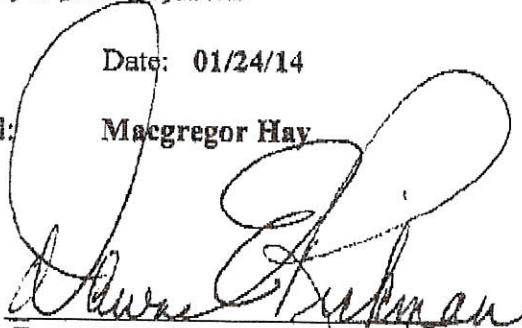
Date: 01/24/14

Personally appeared before me the above-named:

Macgregor Hay

and made oath that the foregoing statement is true.

Town
Seal



Town Clerk/Treasurer



Joint Unanimous Consent of Shareholders and Directors

January 17, 2014

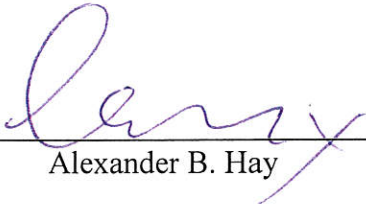
The undersigned, being all of the directors and shareholders of Mac's Shack Inc., a Massachusetts corporation (the "Corporation"), hereby adopt the following votes:

RESOLVED: That the Corporation change the Corporate name from Mac's Shack Inc. to Wellfleet Harbor Seafood Company, Inc.

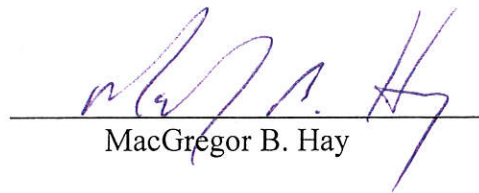
RESOLVED: That the officers of the Corporation be and hereby are authorized in the name and on behalf of the Corporation to do any and all acts and things and to execute and deliver any and all documents, instruments and certificates as may, in the opinion of any officer of the Corporation, be necessary, convenient or desirable in order to implement the foregoing vote.

A copy of this consent shall be filed with the records of the minutes of the meetings of the directors and shareholders of the Corporation.

IN WITNESS WHEREOF, the undersigned have executed this Consent to be effective as of the date first written above.



Alexander B. Hay



MacGregor B. Hay



TOWN OF WELFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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



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

Name Jarrod J Cabral Date 29 Jan 2014
Mailing Address 40 Pine Field Wellfleet MA 02667

Phone (Home) 774 722-37-47 Phone (Business) 774 722-37-47
e-mail: Jarrodcabral@comcast.net

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

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

Committees/Boards of Interest: 1) Building & Needs Assessment
2) Board of Health
3)

TOWN OF WELFLEET BOARDS & COMMITTEES

- 335 Main St. Committee
Beach Study Committee
Cable Advisory Committee
Coastal & Pond Access Cmte.
Conservation Commission
*Finance Committee
Herring River Restoration Project
Local Comprehensive Plan Implementation Committee
Local Comprehensive Planning Committee
Natural Resources Advisory Brd.
Planning Board
Shellfish Advisory Committee
Wastewater Planning Committee
Alternative Energy Cmte.
Building & Needs Assessment
Charter Review Cmte.
Commission on Disabilities
Council on Aging
Board of Health
Historical Commission
Open Space Committee
Recreation Committee
*Social/Human Services Cmte.
Zoning Board of Appeal
Board of Assessors
*Bylaw Committee
Citizens Economic Committee
Community Preservation Cmte.
Cultural Council
Health Care Campus Committee
Historical Review Board
Local Housing Partnership
Marina Advisory Committee
Personnel Board
Recycling Commission
Board of Water Commissioners

* Appointed by Moderator

Jarrold J Cabral
40 Pine Field Rd Wellfleet MA 02557
Cell (774) 722 3747
Email – jarrodcabral@comcast.net

Current Position

Head Custodian – Town of Truro Department of Public Works, responsibilities include but not limited to, building maintenance, and building safety inspections. Maintains and monitors all mechanical systems associated with town owned facilities. Maintains all work orders associated with town owned facilities.

Career Highlights

Town Of Truro Department of Public Works Head Custodian – 18 July 2011 – present

Ponderosa Landscape Construction Stone Work Masonry, and Property Management – 16 July 2007 – 18 July 2011. Working foremen with experience in all related construction areas. Developed and managed Ponderosa's Safety Program and building maintenance program. Actively used bobcat machines and front-end loader while holding a 2a and 1c hoisting license. Participated in snow removal for commercial, and private parking lots, with operation of plows and sanding trucks.

Cape Cod Winwater Works – Vice President of Operations inside & outside sales, 6 March 2006 – 13 June 2007.

Organized daily operations including building maintenance, inventory management, personnel training, loading, shipping, receiving, customer relations, counter sales, and scheduling of daily shipments. Also diagnosed electrical problems with plumbing pumps and related accessories.

US AIR FORCE & AIR NATIONAL GUARD – Non Commissioned Officer In Charge, Aircrew Life Support – 1 July 1993 – 3 March 2006. Continued Serving as a traditional national guardsmen at the 104th Fighter Wing West field MA – Non Commissioned Officer In Charge Aircrew Life Support – 3 March 2006 – 1 November 2013. Retired on 1 November 2013 as a Master Sargent (E-7).

Awarded Senior Non Commissioned Officer of the year for the Aircrew Life Support career field for the United States Air National Guard in 2005.

Received an “outstanding” rating during staff assistance visit from Base Training Office.

Received numerous awards and decorations, including, Meritorious Service Medal, Air Force Commendation Medal (2), Air Force Achievement Medal (3), Air Force Outstanding Unit Award (5), Air Reserve Forces Meritorious Medal, Air Force Longevity Service Medal (3). Armed Forces Reserve Medal with four over seas tours, Air Force Non Commissioned Officer Academy Graduate Medal, Small arms Expert Marksmanship Medal 9mm & M16, and Air Force Basic Military Training Medal.

United States Air Force Education and Training

Anti terrorism training Westfield ANGB MA, 1 Dec 2006

Air Combat Command Aircrew Life Support Program Managers Course, Dyess AFB TX 2 June – 6 June 2003.

Basic Life Support (CPR/AED) Instructor Program Graduate, American Heart Association, Otis ANGB MA, 31 June 2003.

Government Purchase Program Course Otis ANGB MA, 9 April 2003

Self Aid Buddy Care Instructor Certification, Otis ANGB MA, 6 April 2003

Air Combat Command Aircrew Protection Instructor Course, Dyess AFB TX, 30 Sep – 3 Oct 2003

Non Commissioned Officer Academy Graduate, Robbins AFB GA, 3 Nov – 12 Dec 2002

Air Combat Command Classroom Instructor Course, Dyess AB TX, 9 – 13 Sep 2002

Aerospace Physiology Traing Shaw AFB SC, 19 – 20 Aug 2002

Life Science Equipment investigation Course, Brooks AFB TX, 9 – 11 May 2001

Air Force Personnel Certification and Training Course, Otis ANG MA 5 Jan 2000

Aircrew Life Support Craftsmen School, Sheppard AFB TX, 4 – 15 Jan 1999

Non Commissioned Officer Preparation Course Otis ANGB MA, 3 Jan 1997

Night Vision Goggle training and maintenance, Dannely ANGB AL 3 – 5 Dec 1997

Water Survival Training, Fairchild AFB WA, 16-17 March 1995

Combat Survival Training, Fairchild AFB WA, 27 Feb – 15 March 1995

Quality Air Force Teams and Tools, McGuire AFB NJ, Mar 1994

Arctic Survival Training, Eielson AFB AK, 28 Nov – 2 Dec 1994

Water Survival Training (Parachuting)Pensacola NAS FL, 14 – 18 Nov 1994

Quality Awareness & Building Maintenance Training, McGuire AFB NJ, Oct 1993

Aircrew Life Support Specialist Training Sheppard AFB TX, 16 Aug – 1 Oct 1993

Air Force Basic Military Training Lackland AFB TX, 1 July 1993 – 13 Aug 1993

High School Education

Nauset Regional High School Graduate June 1993

Town of Wellfleet
Police Department

January 27, 2014

To: Board of Selectmen
From: Chief Ronald L. Fisette

Subject: SPECIAL POLICE OFFICERS APPOINTMENT

I request the following individual(s) be appointed as a Special Police Officer.


Appointment Period: May 1, 2014 through June 30, 2015

Jonathan Hale

Davis Lanctot

Jordan Proudfoot

Respectfully submitted for your information and consideration.



Ronald L. Fisette,
Chief of Police

cc: Harry Terkanian, Town Administrator

Police Officer Position; Full Time [] Part Time [X]

Communications Position; Full Time [] Part Time []

WELLFLEET POLICE DEPARTMENT SUMMARY SHEET OF APPLICANT'S INFORMATION

Applicant's Name: Hale Jonathan Christopher
(Last) (First) (Middle)

The following information is a summary of information provided as part of a 10 page application packet. The entire application is available for your review if you so desire.

I PERSONAL HISTORY

Address: 48 Defiance Lane
(Number & Street)
Orleans MA 02653
(City/Town) (State) (Zip)

II EDUCATION

	School Name, Address and Phone Number	Graduated Yes/No	Number of Years Attended	Degree	Major
High School	North Atlantic Regional High School 21 Westminster Street Lewiston, ME 04240	Yes	2	Diploma	N/A
Undergraduate	Cape Cod Community College 2240 Iyannough Road West Barnstable, MA 02668	No	1	N/A	Criminal Justice
Graduate	N/A				
Other					

- b. Have you attended or are attending a Reserve Police Academy? Yes [X] No [] If yes, give details to include completion date: M.P.T.C RIBA 13-01 9/24/13 to 2/10/13
Plymouth Police Academy Class
- c. Have you attended or are attending a Full Time Police Academy? Yes [] No [X] If yes, give details to include completion date: _____
- d. Do you have a First Responder certificate? Yes [X] No [] Exp. Date: 10/2015
- e. Do you have a CPR certificate? Yes [Y] No [] Exp. Date: 9/2014 _____

- f. List any special abilities, interests, sports or hobbies along with degrees of proficiency:
I play percussion in the Spirit of America marching Band, I enjoy sports, I enjoy shooting and I am a proficient Marksman.
- g. List any special equipment or computer systems with which you have experience.
I am proficient in word processing and spreadsheets.

III EMPLOYMENT HISTORY

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
9/2013	Present	Moore Security Services 195 Route 6A Orleans, MA 02653 (508) 255-3005	\$12.50/hr	\$12.50/hr	Edward Moore Owner
Reason for Leaving: N/A I continue to work here					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
6/2013	8/2013	Orleans Police Department 90 S. Orleans Road Orleans, MA 02653 (508) 255-0117	\$13.50/hr	\$13.50/hr	Sgt. Andrew McLaughlin
Reason for Leaving: Seasonal Employment/summer ended.					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
9/2012	5/2013	Paraclete Press 36 Sothern Eagle Cartway Brewster, MA 02631 800-451-5006	\$8/hr	\$8/hr	Jill Minster Bookkeeper
Reason for Leaving: Left for summer employment with the Orleans Police Department					

- b. Have you ever been disciplined or forced to resign because of misconduct or unsatisfactory employment? Yes [] No [X] If yes, give details: _____
- c. Are you eligible for rehire with each of your former employers? Yes [X] No [] If no, please explain: _____

Police Officer Position; Full Time [] Part Time [X]

Communications Position; Full Time [] Part Time []

WELLFLEET POLICE DEPARTMENT SUMMARY SHEET OF APPLICANT'S INFORMATION

Applicant's Name: Lanctot Davis John
(Last) (First) (Middle)

The following information is a summary of information provided as part of a 10 page application packet. The entire application is available for your review if you so desire.

I PERSONAL HISTORY

Address: 457 Riverview Drive
(Number & Street)
Chatham MA 02633
(City/Town) (State) (Zip)

II EDUCATION

	School Name, Address and Phone Number	Graduated Yes/No	Number of Years Attended	Degree	Major
High School	Chatham High School 425 Crowell RD Chatham, MA 02633	Yes	2	Diploma	N/A
Undergraduate	Wheaton College 26 East Main Street Norton, MA 02766	Yes	4	Bachelor of Arts	Environmental Science
Graduate	N/A				
Other	N/A				

- b. Have you attended or are attending a Reserve Police Academy? Yes [X] No [] If yes, give details to include completion date: P.C.P.C.A. Reserve Police Academy Class 14-01 Expected Graduation 2/2014 356 Hrs of training Including, defensive tactics, Radar, Cori, Field sobriety-SFST, breath test operator, and firearms qualification.
- c. Have you attended or are attending a Full Time Police Academy? Yes [] No [X] If yes, give details to include completion date: _____
- d. Do you have a First Responder certificate? Yes [X] No [] Exp. Date: 4/1/2016
- e. Do you have a CPR certificate? Yes [Y] No [] Exp. Date: 6/6/2015
- f. List any special abilities, interests, sports or hobbies along with degrees of proficiency:

First responder certificate is MA EMT-Basic. Audio & video production-Highly Proficient, Photography-proficient, Music-highly proficient, firearms-proficient, Baseball-proficient, paintball-proficient.

- g. List any special equipment or computer systems with which you have experience. Experienced in troubleshooting in both Windows and Mac OS. Experience with GPS, GIS and FLIR Equipment.

III EMPLOYMENT HISTORY

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
1/2008	Present	Self Employed, Audio & Lighting Technician/event production manager 457 Riverview Drive Chatham, MA 02633 (508) 246-2970	\$13/hr	\$25/hr	N/A Self employed Freelance/per diem
Reason for Leaving: N/A still working on a freelance basis					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
11/2012	3/2013	Macy's Inc. 75 Leonard St, Belmont, MA 02478 Seasonal Recovery Lead No Telephone	\$11.50/hr	\$11.50/hr	Kathy Freeman, Merchandising Manager
Reason for Leaving: This Macy's location closed permanently.					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
6/2012	10/2012	Town of Chatham Dept. of Costal Resources 549 Main St. Chatham, MA 02633 Seasonal Town Landing Officer (508) 945-5100	\$15/hr	\$15/hr	Ted Keon Director of Costal Resources
Reason for Leaving: Seasonal Position					

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

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

Police Officer Position; Full Time [] Part Time [X]

Communications Position; Full Time [] Part Time []

WELLFLEET POLICE DEPARTMENT SUMMARY SHEET OF APPLICANT'S INFORMATION

Applicant's Name: Proudfoot Jordan Andrew
(Last) (First) (Middle)

The following information is a summary of information provided as part of a 10 page application packet. The entire application is available for your review if you so desire.

I PERSONAL HISTORY

Address: 161 Route 28 #2
(Number & Street)
West Harwich MA 02671
(City/Town) (State) (Zip)

II EDUCATION

	School Name, Address and Phone Number	Graduated Yes/No	Number of Years Attended	Degree	Major
High School	Land O'Lakes High School 20325 Gator Lane, Land O'Lakes, FL 34638 (352) 524-9400	Yes	4	Diploma	N/A
Undergraduate	Florida Gulf Coast University 10501 FGCU Blvd S Fort Myers, FL 33965 (239) 590-1000	Yes	4	Bachelor of Science	Business Management
Graduate	N/A				
Other	Plymouth Police Academy 24 Long Pond Road Plymouth, MA 02360 (781) 437-0334				

- b. Have you attended or are attending a Reserve Police Academy? Yes [X] No [] If yes, give details to include completion date: P.C.P.C.A. Reserve Police Academy Class 14-01 Expected Graduation 2/2014
- c. Have you attended or are attending a Full Time Police Academy? Yes [] No [X] If yes, give details to include completion date: _____
- d. Do you have a First Responder certificate? Yes [X] No [] Exp. Date: Passed 10/2013
- e. Do you have a CPR certificate? Yes [Y] No [] Exp. Date: 5/2014 _____

- f. List any special abilities, interests, sports or hobbies along with degrees of proficiency:
Ice Hockey-captain of 2009 FGCU D3 Club Hockey Team; Hunting and Fishing-
manager of the Goose Hummock Shop since 2009; Golf; Boating
- g. List any special equipment or computer systems with which you have experience.
Microsoft word, Excel, Powerpoint, QuickBooks, POSIM

III EMPLOYMENT HISTORY

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
5/2009	Present	Goose Hummock Shop Operations manager (508) 255-0455	\$45,000	\$46,000	Michael MacAskill Owner/Manager
Reason for Leaving: N/A					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
5/2001	5/2009	Good Hummock Shop Sales Associate (508) 255-0455	\$5/hr	\$12/hr	Michael MacAskill Owner
Reason for Leaving: Seasonal Employment for summer, returned to School					

Dates		Name, Address and Telephone of Employment	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr.		Start	Finish	
5/2007	5/2009	Timberland, Inc. Sales Associate (239) 390-2795	\$8/hr	\$8.50/hr	Wayne Hatchell Store Manager
Reason for Leaving: Employment during school year. Relocation to MA after graduation					

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

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

Town of Wellfleet
Police Department

January 30, 2014

To: Board of Selectmen
From: Chief Ronald L. Fisette

Subject: SPECIAL POLICE OFFICERS APPOINTMENT


Due to the cooperative efforts between the Detectives from Eastham, Truro, Provincetown and Wellfleet, we have been able to conduct mutual criminal investigations within the four towns. This has lead to arrests and leads in criminal matters affecting our area. While we believe our mutual aid agreement allows for these cooperative efforts, we believe it is prudent to limit a defense attorney argument of police jurisdiction that the area Detectives be appointed as Wellfleet Special Police Officers. The Board of Selectmen for the towns of Eastham, Truro and Provincetown are being asked to make the same Special Officer appointments for their respective towns.

I request the following Detectives be appointed as a Wellfleet Special Police Officer:

Appointment Period: February 12, 2014 through June 30, 2015

Detective Scott Chovanec, Provincetown Police Department

Respectfully submitted for your information and consideration.



Ronald L. Fisette,
Chief of Police

cc: Harry Terkanian, Town Administrator
Dawn Rickman, Town Clerk
Ed Kulhawik, Eastham Police Chief
Kyle Takakjian, Truro Police Chief
Jim Golden, Provincetown Police Chief

①

**TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY**

Applicant Myya Beck/WOMR
Telephone Number 508.314.8290
Email Address myyabeck@heartcore.com

Affiliation or Group Lower Cape Triathlon
Mailing Address POB 3073
Wellfleet MA 02663

Town Property to be used (include specific area) Long Pond & parking lot, Long Pond Rd,
Ocean View Drive, Gross Hill Rd,

Date(s) and hours of use: 6/21/14 (starting 90 minutes earlier than previous years) 7 AM -10 AM

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

1/4 mile swim in Long Pond, Long Pond parking lot will serve as transition area,
Long Pond Rd, Gross Hill Rd, Ocean View Drive for a 10 mile bike-loop,
Long Pond Rd & Ocean View Rd for a 3 mile run-loop

Action by the Board of Selectmen:

_____ Approved with the following condition(s): _____

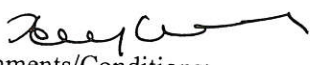
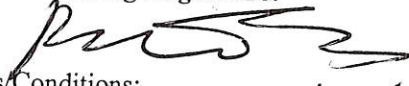
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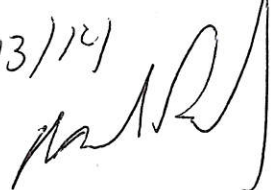




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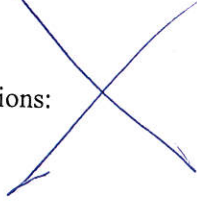
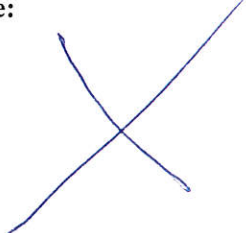
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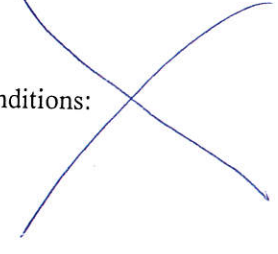

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature:  Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings Signature:  Comments/Conditions: 1-06-14 Permits/Inspections needed:
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Police Dept. Signature:  1/13/2014 Comments/Conditions: See attached letter	Fire Dept. Signature:  1/13/14 Comments/Conditions: 
--	---

DPW Signature:  1/27/14 Trash disposal and clean up is the responsibility of event staff. There is no assurance that street sweeping will be done prior to the event. RECD JAN 23 2014	Beach Dept. Signature:  Comments/Conditions: <u>NO</u> - must change date
--	---

Shellfish Constable Signature:  Comments/Conditions:	Harbormaster Signature:  Comments/Conditions:
--	---

Recreation Dept. Signature:  Comments/Conditions:	Town Administrator:  <u>Not prepared to approve of permit</u> Comments: Issues with beach program need to be resolved prior to approval.
---	--

Town of Wellfleet
Police Department

January 13, 2014

To: Board of Selectmen
From: Chief Ronald L. Fisette

Subject: Lower Cape Triathlon

Attached is the 4th request to have the Lower Cape Triathlon on June 21, 2014 (beach opening weekend). This use of property needs some discussion. After last year's event Beach Administrator Thomas, Event organizer Beck and I met to discuss the good, the bad and the ugly of the 2013 event and where we need to go for 2014. A consensus was not achieved on where we go from here.

History:

- 6/18/2011 8:30am, (prior to beach opening weekend) 1st year, Event went well without incident
- 6/16/2012 8:30am, (prior to beach opening weekend) 2nd year, Event went well without incident
- 6/22/2013 8:30am, (beach opening weekend) 3rd year, concern about the event happening on the beach opening weekend i.e. permitted parking, traffic issues, etc.


After last year's event we met to discuss suggestions for future years. The following are some of the ideas discussed:

Returning the event to a non beach opening weekend, event organizers feels that this isn't feasible as of conflicts with other triathlons and the ability to draw participants.

Starting the event earlier as to reduce the negative impact to nonparticipants i.e. general public, travelers, residents, etc.

Altering the route to lessen the impact to nonparticipants

Respectfully submitted for your information.


Ronald L. Fisette
Chief of Police

cc: Harry Terkanian, Town Administrator
Suzanne Thomas, Beach Administrator

To: Board of Selectmen
From: Suzanne Grout Thomas
Date: January 13, 2014
Re: Permission to Use Town Property

I will not sign off on the Use of Town Property for the Triathlon on June 21, 2014 because it is the same day as the opening of Beach Season and last year, when it was also on opening day, the results were problematic. Chief Fiset and I met with Myya Beck twice in the early Fall of 2013 and discussed the issues that arose in June of 2013. At the second meeting, I stated that I would be able to sign off on the event in 2014 ONLY if it occurred outside the Beach season (the third Saturday in June through Labor Day). The application in hand does not meet that requirement.

A handwritten signature in black ink, appearing to read "Suzanne Grout Thomas", written diagonally across the page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/15/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Benson Young & Downs Insurance Agency, Inc. P.O. Box 559 Provincetown MA 02657	CONTACT NAME: Carl Goveia	FAX (A/C, No.): (508) 487-4135	
	PHONE (A/C, No, Ext): (508) 487-0500	E-MAIL ADDRESS: carlgoveia@byandd.com	
INSURED Lower Cape Communications Inc WOMR PO Box 975 Provincetown MA 02657-0975	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Maxum Indemnity Company		
	INSURER B: Twin City Fire Insurance Company		29459
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SPECIAL EVENTS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		BDG300054902	11/13/2013	11/13/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ EXCLUDED GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	08WECNK4744	02/02/2014	02/02/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RADIO STATION;
SPECIAL EVENT: 47TH ANNUAL LOWER CAPE SPRINT TRIATHLON, JUNE 21, 2014, 7:00 AM TO 10:00 AM, WELLFLEET MA 02667
CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED.

CERTIFICATE HOLDER

CANCELLATION

AI 061858

Town of Wellfleet
300 Main Street
Wellfleet

MA 02667

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

TOWN OF WELLFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Beth Brehmer

Affiliation or Group Recycling Committee

Telephone Number 508-349-0888
774-316-0281

Mailing Address 336 Main St.
Wellfleet, MA 02667

bethia.brehmer@hotmail.com

Town Property to be used (include specific area) Penny Patch

Date(s) and hours of use: during Farmers Market - Wednesday

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

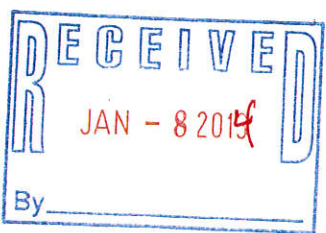
- Recreate Fair during Farmers Market Great fun last year -
- Promote Recycling, Reusable bags incl. jeweler Joanne Milbury
- would like about 6-10 craftspeople with at least part of work related to recycling. 20% of sales for R.C

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____


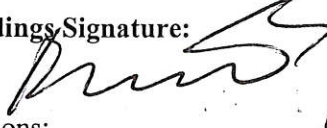
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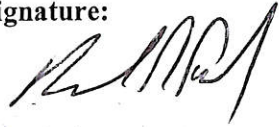


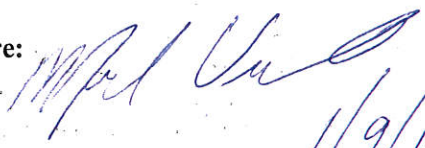
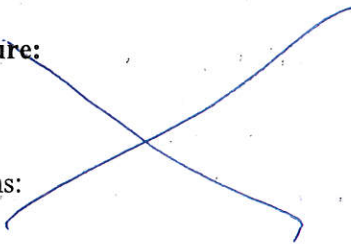
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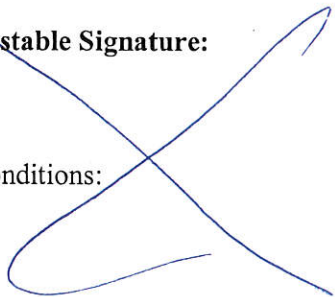
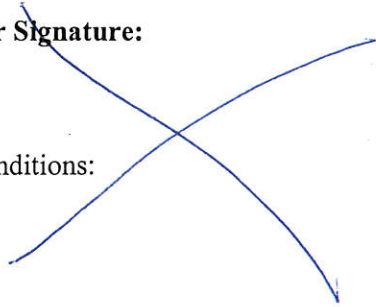
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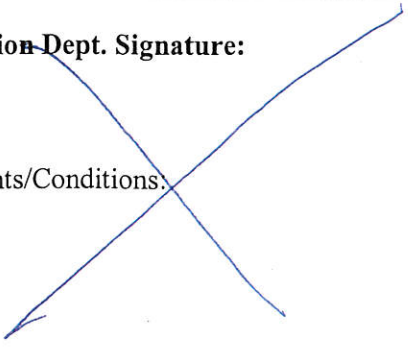
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Cons. Agent Signature: 	Inspector of Buildings Signature:  1.14.14
Comments/Conditions: WOULD LIKE TO SEE A LAYOUT ON A PLOT PLAN. 6-10 CHAPTERS SEEMS	Comments/Conditions:
Permits/Inspections needed: LIKE A SIGNIFICANT INCREASE	Permits/Inspections needed:

Police Dept. Signature:  1/13/14	Fire Dept. Signature:  1/13/14
Comments/Conditions: OK.	Comments/Conditions: OK

DPW Signature:  1/9/14	Beach Dept. Signature: 
Comments/Conditions:	Comments/Conditions:

Shellfish Constable Signature: 	Harbormaster Signature: 
Comments/Conditions:	Comments/Conditions:

Recreation Dept. Signature: 	Town Administrator: H CRTL
Comments/Conditions:	Comments: Siting to be to satisfaction of Health/Cons. Agent

**TOWN OF WELFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY**

Applicant Amy A Ryan

Affiliation or Group Ryan Environmental Group

Telephone Number 518-269-9023

Mailing Address 6A Edgewood Terrace
Castleton, New York

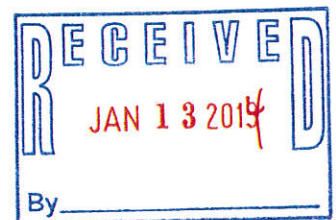
Town Property to be used (include specific area) Newcomb Hallow Beach, Wellfleet, MA

Date(s) and hours of use: March 28- 29, 2014 to be used for approximately one hour per day; 5-6pm

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

We are a private Environmental Studies Group, and we would like to request a permit for the use of town property at Newcomb Hallow Beach. We would like to build a small temporary habitat to reenact an indigenous life style for educational purposes. There will be fourteen people involved in this activity. We will bring all of our own supplies required to build the temporary habitat. We will bring and use the following equipment; tarps, saplings, string, a saw and a shovel. When we are finished we will leave the area in pristine condition as if we were never there. We will be carpooling to the area and therefore there will be a minimum of cars at the beach parking area. There will be no food or beverage served at the site. We are a private study group and this educational project is not open to the public. There will be no fee charged by applicant.

Action by the Board of Selectmen:



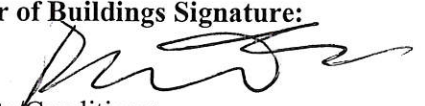
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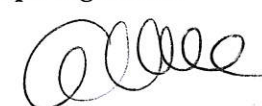
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Processing Fee: _____

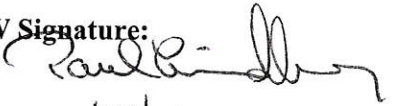

Fee: _____

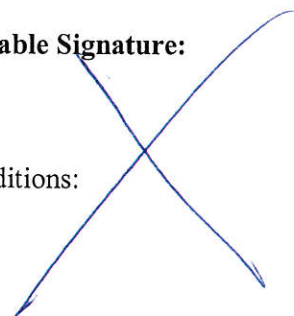
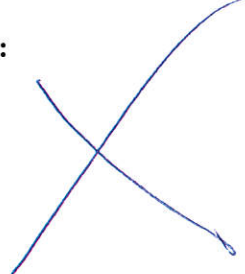
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

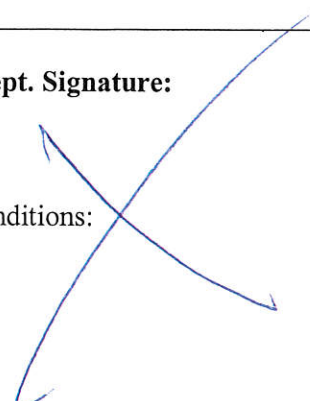
Health/Cons. Agent Signature: H66 - okay Comments/Conditions: WHERE EXACTLY WILL THIS BE TAKING PLACE? IS THERE ANY MORE INFORMATION/ Permits/Inspections needed: PHOTOS AVAILABLE?	Inspector of Buildings Signature:  Comments/Conditions: OK Permits/Inspections needed:
--	---

Police Dept. Signature:  1/15/14 Comments/Conditions: OK	Fire Dept. Signature:  Comments/Conditions:
--	---

REC'D JAN 23 2014

DPW Signature:  1/27/14 Comments/Conditions: the DPW can not assure beach safe access due to winter conditions.	Beach Dept. Signature:  Comments/Conditions: Access may be an issue. All materials must be removed.
---	--

Shellfish Constable Signature:  Comments/Conditions:	Harbormaster Signature:  Comments/Conditions:
---	--

Recreation Dept. Signature:  Comments/Conditions:	Town Administrator: W. R. T. L. Comments: OK
--	---

TOWN OF WELFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Steven Hughes

Affiliation or Group Challenger Sports

Telephone Number 401-213-0463

Mailing Address 94 A Jefferson Blvd

Warwick, RI 02888

Town Property to be used (include specific area) Bakers Field (soccer field), 70 Kendrick Ave,
Welfleet, MA August 18-22, 2014

Date(s) and hours of use: 9am - 12pm & 5pm - 8pm. Dates to be confirmed with Rec. Dept.

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

Challenger Sports runs instructional soccer programs aimed at young soccer
players. we endeavour to provide a fun and safe learning environment.
We do not provide any food but we do have a cooler of water
as per MA Board of Health regulations.

Action by the Board of Selectmen:

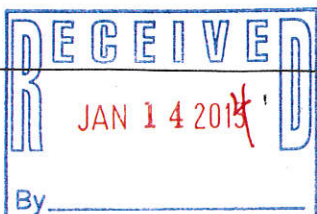
_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Signatures of the Board

Date: _____


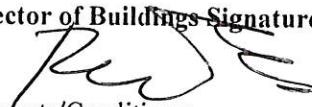



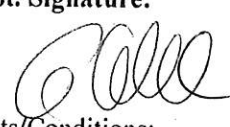
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Fee: _____

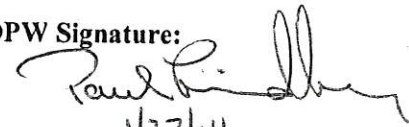
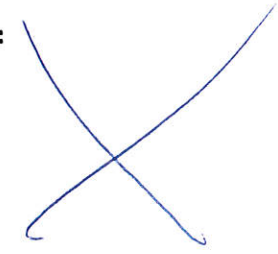
(over)

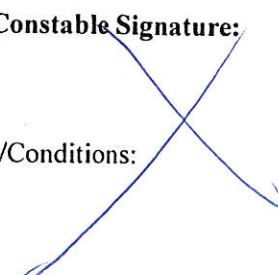
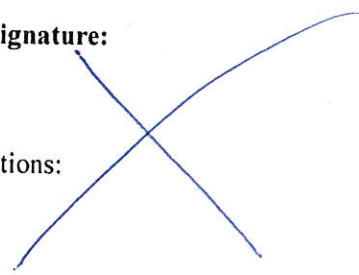
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

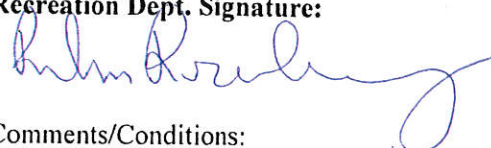

Health/Cons. Agent Signature:  Comments/Conditions: Permits/Inspections needed: * CAMP PERMIT NEEDED	Inspector of Buildings Signature:  Comments/Conditions: Permits/Inspections needed:
---	---

Police Dept. Signature:  1/15/14 Comments/Conditions: OK	Fire Dept. Signature:  Comments/Conditions:
---	--

REC'D JAN 23 2014

DPW Signature:  1/27/14 Comments/Conditions: OK	Beach Dept. Signature:  Comments/Conditions:
--	---

Shellfish Constable Signature:  Comments/Conditions:	Harbormaster Signature:  Comments/Conditions:
--	---

Recreation Dept. Signature:  Comments/Conditions: Great Program!	Town Administrator:  Comments: Insurance policy should name Town as additional insured
---	---



Challenger Sports™ Corporation



Camps



Training



Tours



Tournaments



Uniforms

Re: Challenger Sports British Soccer Camps

3 year resign

The main reason for me wanting to offer you a 3 year option is that it will help me keep the cost of camp down. When a club is in a 3 year agreement the most I can increase the cost of camp by is 3%.

For 2014 our half day fees are increasing by \$7 and the full day increased by \$9. If the club was currently in a 3 year agreement the price increase would only be \$3 for the half day and \$5 for the full day. It is not a huge saving this year but I have no idea what we will increase our fees by for the next 2 years. If we increase by the same amount that would be an increase of \$21 for the half day and \$27 on the full day, as opposed to being in a 3 year contract when it would increase by \$9 and \$15 respectively.

Wellfleet Recreation Dept. have added \$10 to the cost of each program over the years with the camp in 2013 raising \$333.

Board of Health

We will deal with all things regarding to the Board of Health, including collecting immunization records for all campers. Our staff meet all of the requirements of the regulations (up to date immunisation records, current physical, 5 year work history, 3 references). We make sure that at least one member of staff has first aid and CPR training, and all staff undergo a police background check in the UK along with a CORI and a SORI check in MA.

We adhere to the required ratios outlined in the Board of Health regulations, i.e. 1:10.

I have attached a copy of last year's permit from the Board of Health along with a sample insurance certificate.

Best Regards,
Steve Hughes
Regional Director



Town of Wellfleet
Board of Health

Permit

C13-01

Recreational Day Camp Permit

This is to Certify that

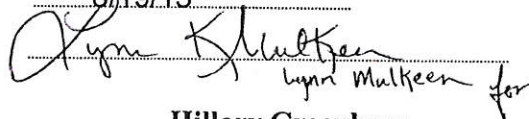
Challenger Sports Camp located at Bakers Field on Kendrick Avenue

Is Hereby Granted A Permit To: Operate a Recreational Day Camp in Accordance
With 105 CMR 430.00

This permit is granted in conformity with the Statues and ordinances relating therto,
and expires on 8/24/13 unless sooner suspended or revoked.

Approved by the Health Department on

8/19/13


Lynn Mulkeen for

Hillary Greenberg
Health & Conservation Agent



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/8/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Risk & Insurance Consultants, Inc 6400 Powers Ferry Rd., NW Suite 105 Atlanta GA 30339	CONTACT NAME: Melissa Sheker PHONE (A/C, No, Ext): (404) 459-5975 FAX (A/C, No): (404) 459-5976 E-MAIL ADDRESS: msheker@riskinsuranceco.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Challenger Sports Corp, SoccerPlus Camps Inc Tetra Brazil Soccer, LLC 8263 Flint St Lenexa KS 66214	INSURER A: Massachusetts Bay Ins	NAIC # 22306
	INSURER B: Allmerica Financial Benefit Ins	NAIC # 41840
	INSURER C: Hanover Insurance Co	NAIC # 22292
	INSURER D: Technology Insurance Company	NAIC # 42376
	INSURER E: Security National Ins Co	NAIC # 19879
	INSURER F: QBE Insurance Corp	NAIC # 39217


COVERAGES CERTIFICATE NUMBER: CL131203963 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ZDA9436702	1/1/2013	1/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS			ADA9394043	1/1/2013	1/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			UHA9436692	1/1/2013	1/1/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS						
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			SWC1007292	1/1/2013	1/1/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3339077	1/1/2013	1/1/2014	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
F	Participant Accident			AHH006104	1/1/2013	1/1/2014	Accident/Medical 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

Proof of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Jill Kitchen/SHEKER 

TOWN OF WELFLEET
APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

Applicant Jennifer Flanagan

Affiliation or Group WES PTA

Telephone Number 508-349-2925

Mailing Address 100 Lawrence Rd

Email Address hanoona@comcast.net

Wellfleet Ma 02667

Town Property to be used (include specific area) Bakers Field; behind
tennis courts

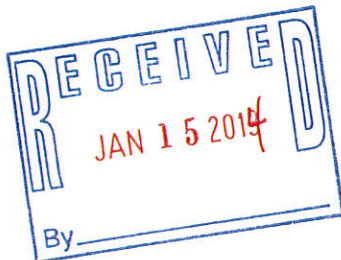
Date(s) and hours of use: Saturday May 24th 2014 7:30am - 4:30pm
time includes set up and break down - Rain Date 5/29/14 or 6/1/14
Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also please indicate if fees will be charged by applicant.

Purpose is WES Fest. Held by WES PTA as
a fundraiser for the children of Wellfleet Elementary
School. Equipment will include carnival rides,
music. Hot dogs, drinks, and pizza will be served

Action by the Board of Selectmen:

_____ Approved with the following condition(s): _____



_____ Disapproved for following reason(s): _____





Processing Fee: _____

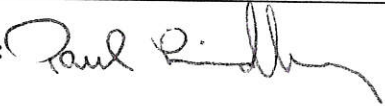
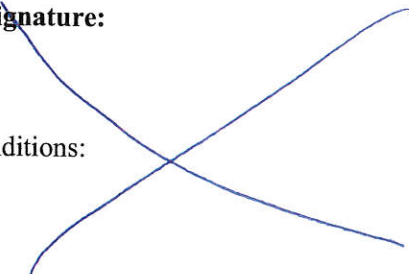
Fee: _____

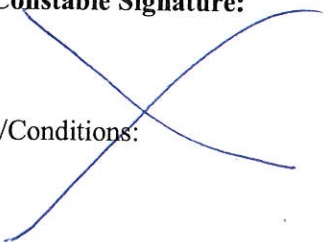
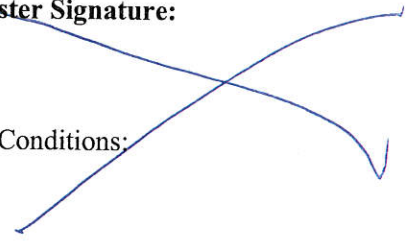
APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

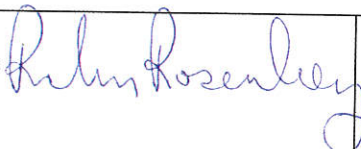

<p>Health/Cons. Agent Signature:  Comments/Conditions: Permits/Inspections needed: TEMPORARY FOOD SERVICE PERMIT NEEDED *</p>	<p>Inspector of Buildings Signature:  Comments/Conditions: Permits/Inspections needed:</p>
--	---

<p>Police Dept. Signature:  1/15/14 Comments/Conditions: OK</p>	<p>Fire Dept. Signature:  Comments/Conditions:</p>
--	---

REC'D JAN 23 2014

<p>DPW Signature:  1/27/14 Comments/Conditions: Trash and clean up activities are the responsibility of event staff. There is limited vehicle on playing fields.</p>	<p>Beach Dept. Signature:  Comments/Conditions:</p>
--	--

<p>Shellfish Constable Signature:  Comments/Conditions:</p>	<p>Harbormaster Signature:  Comments/Conditions:</p>
---	---

<p>Recreation Dept. Signature:  Comments/Conditions: Same restrictions on field as previous yrs, no vehicle use of fields by vendors. June 1 rain date <u>does not work.</u></p>	<p>Town Administrator:  OK, but needs a pre event planning meeting with all affected depts (DPW, Rec. Police & Fire?) Comments:</p>
---	---

Dear Wellfleet Selectmen -

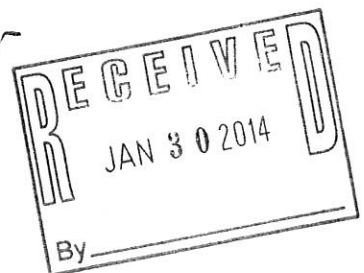
T BritanLuhmann would like to surrender my 2013 liquor license and discontinue the sale of beer and wine within Wellfleet Town Pizza. Please respond if any more steps need to be taken.

Thank you
BritanLuhmann

Also: I am interested in Wellfleets B.Y.O.B Laws and policies. If you could contact me with information regarding this, that would be great. Thank you BritanLuhmann Wellfleet Town Pizza

Wellfleet Town Pizza
122 Pine Bluff rd
Brewster, MA 02631

BritanLuhmann owner
774-212-0644



February 5, 2014

Mr. Harry Terkanian
Town Administrator
300 Main Street
Wellfleet, MA 02667

**RE: Water System Expansion Contract No. 3: Additional Loop and Side Streets
Robert B. Our Co., Inc. (RBO) – Change Order #2 – Culvert Replacement**

Dear Mr. Terkanian:

As requested, Environmental Partners Group, Inc. (EPG) has prepared this change order (Change Order #2) for the following item:

1. The Town has requested the addition of a 24-inch culvert pipe on Chequessett Neck Road. The 24-inch pipe will replace an existing damaged 40-foot long culvert pipe that connects the northern and southern wetlands surrounding Chequessett Neck Road. The work will consist of locating the existing culvert, replacing the existing culvert with a new 24-inch ductile iron pipe, and restoring the culvert inlet and outlet areas to original working condition. The additional construction cost for the Culvert Replacement work is **Twenty Three Thousand Seven Hundred Forty Dollars and Fifty Nine Cents (\$23,740.59)**. A price breakdown is included in Attachment 3, RBO Proposed Change Order Request RFC 001.

Please contact me with any questions or comments, or if I can be of further assistance.

Very Truly Yours,

Environmental Partners Group, Inc.



Paul C. Millett, P.E.

Project Manager

CC: Mark Vincent, Wellfleet DPW
Wellfleet Board of Water Commissioners

Attachments:

1. EPG Change Order Form
2. USDA Change Order Form
3. RBO Proposed Change Order Request RFC 001

**WATER SYSTEM EXPANSION CONTRACT NO. 3
 ADDITIONAL LOOP AND SIDE STREETS
 CHANGE ORDER #2
 CULVERT REPLACEMENT**

CHANGE ORDER FORM

Original Contract Price	\$1,028,183.35
Previous Change Orders (+/-)	(+) \$181,605.29
Present Contract Price	\$1,209,788.64
This Change Order (+/-)	(+) \$23,740.59
Total Adjusted Contract Price	\$1,233,529.23
Present Substantial Completion Date	June 8, 2014
Change in Contract Time (+/-) Working Days	0
Total Adjusted Substantial Completion Date	June 8, 2014

This Change Order checked by: Paul Millett, P.E., Project Manager February 5, 2014

This Change Order requested by: Harry Terkanian, Town of Wellfleet

This Change Order prepared by: Ryan Paul, Project Engineer February 5, 2014

Change Order Number: 2

Contract Title: Water System Expansion Contract No. 3: Additional Loop and Side Streets

Owner's Name: Town of Wellfleet

Owner's Address: 300 Main Street, Wellfleet, MA 02667

Contractor's Name: Robert B. Our Co., Inc.

Contractor's Address: P.O. Box 1539, 24 Great Western Road, Harwich, MA 02645

Description of Additional Work/Credit:

1. The Town has requested the addition of a 24-inch culvert pipe on Chequessett Neck Road. The 24-inch pipe will replace an existing damaged 40-foot long culvert pipe that connects the northern and southern wetlands surrounding Chequessett Neck Road. The work will consist of locating the existing culvert, replacing the existing culvert with a new 24-inch ductile iron pipe, and restoring the culvert inlet and outlet areas to original working condition. The additional construction cost for the Culvert Replacement work is **Twenty Three Thousand Seven Hundred Forty Dollars and Fifty Nine Cents (\$23,740.59)**. A price breakdown is included as Attachment 3, RBO Proposed Change Order Request RFC 001.

Change Order

No. 2

Date of Issuance: February 5, 2014

Effective Date: February 5, 2014

Project: WATER SYSTEM EXPANSION- CONTRACT NO. 3	Owner: Town of Wellfleet, MA	Owner's Contract No.:
Contract: 3	Date of Contract: October 22, 2013	
Contractor: Robert B. Our Co., Inc.		Engineer's Project No.: 113-1305

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Addition of new 24" ductile iron culvert to replace existing damaged culvert on Chequessett Neck Road.

Attachments (list documents supporting change):

EPG Change Order Form

RBO Proposed Change Order Request RFC 001

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$1,028,183.35

[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1:

\$181,605.29

Contract Price prior to this Change Order:

\$1,209,788.64

[Increase] [Decrease] of this Change Order:

\$23,740.59

Contract Price incorporating this Change Order:

\$1,233,529.23

Original Contract Times: Working Calendar days

Substantial completion (days or date): 230

Ready for final payment (days or date): 230

[Increase] [Decrease] from previously approved Change Orders No. 2 to No. 2:

Substantial completion (days): 0

Ready for final payment (days): 0

Contract Times prior to this Change Order:

Substantial completion (days or date): 230

Ready for final payment (days or date): 230

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 0

Ready for final payment (days or date): 0

Contract Times with all approved Change Orders:

Substantial completion (days or date): 230

Ready for final payment (days or date): 230

RECOMMENDED:

By: *Paul C. Willard*
Engineer (Authorized Signature)

Date: FEB 5 2014

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.



December 12, 2013

Project: Water System Expansion - Contract 3

Engineer: Environmental Partners Group
 1900 Crown Colony Drive
 Suite 402
 Quincy MA 02169

Proposed Change Order Request: RFC 001: Replacement of Collapsed Culvert on Chequesett Neck Road

1. Labor:		
Laborer	2(24 hrs x 49.25)	\$ 2,364.00
Operator	24 hrs x 64.67	\$ 1,552.08
Driver	24 hrs x 47.43	\$ 1,138.32
2. Direct Labor Costs:		
Laborer	2,364.00 x 38.08%	\$ 900.21
Operator	1,552.08 x 36.65%	\$ 568.84
Driver	1,138.32 x 39.06%	\$ 444.63
3. Machines:		
Excavator	24 hrs x 100.00	\$ 2,400.00
10/W Truck	24 hrs x 75.00	\$ 1,800.00
Road Plates	4 ea x 125.00	\$ 500.00
Pumps		\$ 500.00
4. Material :		
1-1/2 " Stone	24 Ton x 27.00	\$ 648.00
Rip Rap	15 Ton x 28.50	\$ 427.50
24 " DI Pipe	54 LF x 89.75	\$ 4,846.50
Fabric	1 Roll x 350.00	\$ 350.00
5. Subcontractor:		
R&R 40 FT of Guardrail		\$1,500.00
Subtotal G.C		\$ 18,440.08
20 % Overhead and Profit		\$ 3,688.01
		\$22,128.09
Subtotal Subcontractor (5)		\$1,500.00
7.5% Overhead and Profit		\$ 112.50
		\$ 1,612.50
Total	\$23,740.59	

Asphalt, unsuitable & Gravel to be paid by Item Unit as Measured in Place for both Temporary and Final

February 6, 2014

Mr. Harry Terkanian
Town Administrator
300 Main Street
Wellfleet, MA 02667

**RE: Water System Expansion Contract No. 3: Additional Loop and Side Streets
Robert B. Our Co., Inc. (RBO) – Change Order #3 –
Hiller Avenue Water Main Extension**

Dear Mr. Terkanian:

As requested, Environmental Partners Group, Inc. (EPG) has prepared this change order (Change Order #3) for the following item:

1. The Town has requested the additional installation of 380-feet of 8-inch ductile iron pipe on Hiller Avenue. The scope of work includes 380-feet of 8-inch ductile iron pipe from the intersection of Hiller Avenue and Summit Street, connecting to an existing 8-inch stub at the intersection, to the east end (dead end) of Hiller Avenue. The work includes but is not limited to (8) service connections; (1) Hydrant with 6-inch ductile iron pipe, 8"x6" anchor tee and 6" gate valve; (1) 8" ductile iron cap; and temporary trench paving. Please see Attachment 3 for a plan of the work outlined above. **The additional construction cost for the Hiller Avenue Water Main Extension work is Thirty Eight Thousand, Five Hundred Seventy Nine Dollars and Eighty (\$38,579.80).**

Please contact me with any questions or comments, or if I can be of further assistance.

Very Truly Yours,

Environmental Partners Group, Inc.


Paul C. Millett, P.E.

Project Manager

CC: Mark Vincent, Wellfleet DPW
Wellfleet Board of Water Commissioners

Attachments:

1. EPG Change Order Form
2. USDA Change Order Form
3. Hiller Avenue Extension Plan

**WATER SYSTEM EXPANSION CONTRACT NO. 3
 ADDITIONAL LOOP AND SIDE STREETS
 CHANGE ORDER #3
 HILLER AVENUE WATER MAIN EXTENSION**

CHANGE ORDER FORM

Original Contract Price	\$1,028,183.35
Previous Change Orders (+/-)	(+) \$205,345.88
Present Contract Price	\$1,233,529.23
This Change Order (+/-)	(+) \$38,579.80
Total Adjusted Contract Price	\$1,272,109.03
Present Substantial Completion Date	June 8, 2014
Change in Contract Time (+/-) Working Days	0
Total Adjusted Substantial Completion Date	June 8, 2014

This Change Order checked by: Paul Millett, P.E., Project Manager February 6, 2014

This Change Order requested by: Harry Terkanian, Town of Wellfleet

This Change Order prepared by: Ryan Paul, Project Engineer February 6, 2014

Change Order Number: 3

Contract Title: Water System Expansion Contract No. 3: Additional Loop and Side Streets

Owner's Name: Town of Wellfleet

Owner's Address: 300 Main Street, Wellfleet, MA 02667

Contractor's Name: Robert B. Our Co., Inc.

Contractor's Address: P.O. Box 1539, 24 Great Western Road, Harwich, MA 02645

Description of Additional Work/Credit:

1. The Town has requested the additional installation of 380-feet of 8-inch ductile iron pipe on Hiller Avenue. The scope of work includes 380-feet of 8-inch ductile iron pipe from the intersection of Hiller Avenue and Summit Street, connecting to an existing 8-inch stub at the intersection, to the east end (dead end) of Hiller Avenue. The work includes but is not limited to (8) service connections; (1) Hydrant with 6-inch ductile iron pipe, 8"x6" anchor tee and 6" gate valve; (1) 8" ductile iron cap; and temporary trench paving. Existing excavated materials will be compacted and used as backfill and road base. Please see Attachment 3 for a plan of the work outlined above. **The additional construction cost for the Hiller Avenue Water Main Extension work is Thirty Eight Thousand, Five Hundred Seventy Nine Dollars and Eighty (\$38,579.80).**

Change Order

No. **3**

Date of Issuance: February 6, 2014

Effective Date: February 6, 2014

Project: WATER SYSTEM EXPANSION- CONTRACT NO. 3	Owner: Town of Wellfleet, MA	Owner's Contract No.:
Contract: 3	Date of Contract: October 22, 2013	
Contractor: Robert B. Our Co., Inc.		Engineer's Project No.: 113-1305

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Addition of new 8" ductile iron pipe along Hiller Avenue, including appurtenances, as shown on the attached plan.

Attachments (list documents supporting change):

EPG Change Order Form

Hiller Avenue Extension Plan

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$1,028,183.35

[**Increase**] [Decrease] from previously approved Change Orders No. 1 to No. 2:

\$205,345.88

Contract Price prior to this Change Order:

\$1,233,529.23

[**Increase**] [Decrease] of this Change Order:

\$38,579.80

Contract Price incorporating this Change Order:

\$1,272,109.03

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 230

Ready for final payment (days or date): 230

[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 2:

Substantial completion (days): 0

Ready for final payment (days): 0

Contract Times prior to this Change Order:

Substantial completion (days or date): 230

Ready for final payment (days or date): 230

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 0

Ready for final payment (days or date): 0

Contract Times with all approved Change Orders:

Substantial completion (days or date): 230

Ready for final payment (days or date): 230

RECOMMENDED:

By: Paul C. Millett
Engineer (Authorized Signature)

Date: FEB 6, 2014

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

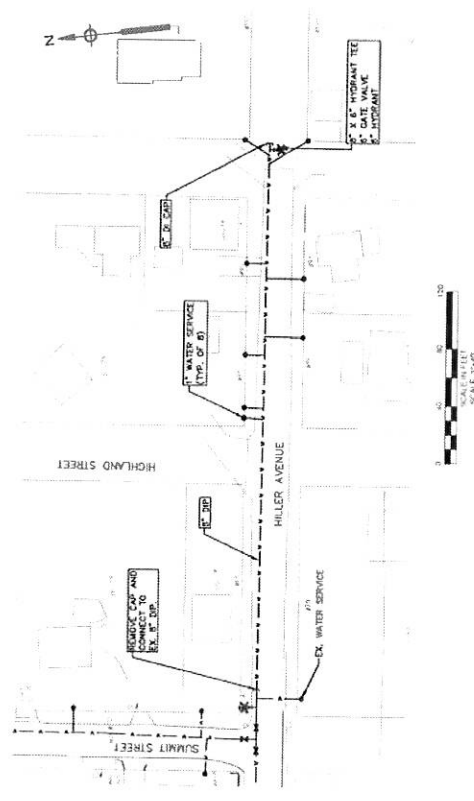
For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.



Environmental Partners GROUP
A PARTNERSHIP FOR ENVIRONMENTAL SOLUTIONS

MARK	DATE	DESCRIPTION

Drawn By	YAS
Checked By	YAS
Approved By	YAS
Date	JANUARY 2014
Scale	AS SHOWN

THIS DRAWING IS ONE INCH AT FULL SCALE. DRAWING AT FULL SCALE. DRAWING AT FULL SCALE. DRAWING AT FULL SCALE.

**WATER SYSTEM EXPANSION - CONTRACT 3
 ADDITIONAL WATER MAIN LOOP AND SIDE STREETS
 TOWN OF MELLREET, MA**

HILLER AVENUE EXTENSION

Sheet No
C-1A



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

To: Board of Selectmen, Fire Chief
From: Harry Terkanian, Town Administrator
Subject: Overtime Costs & Fire Department Overtime
Date: February 3, 2014

We have a serious fire department overtime issue which is going to require a transfer from the reserve fund almost immediately, which I'll detail in this memo.

But first I want to lay out for you what I have been able to learn about the cost of paying overtime.

Overtime Costs

When we pay overtime for extra hours either pursuant to a collective bargaining agreement or state law, the overtime rate is calculated by first calculating a base rate which factors in base pay, longevity and educational incentive payments to arrive at an actual base hourly rate. Overtime becomes one and one-half times the calculated base hourly rate (or double the base hourly rate in situations where the agreements call for double time.) In cases where an employee is paid for different jobs at different rates, the base rate is a "blended" rate calculated from both base rates. There are few indirect costs to overtime. Per discussions with counsel, overtime does not increase the compensation on which pensions are calculated, so there is no effect on pension obligations. Similarly, medical insurance for current employees and OPEB obligations for retired employees, are not based on compensation. Nor do uniform allowances and vacation entitlement change as overtime is earned and paid. There are a few costs, such as worker's compensation which are tied to total payroll, but those numbers are small, less than 4% of payroll. So, how does the 50% add on for overtime compare with the cost of providing benefits for base wages? It's difficult to calculate, and I have always used a 40% surcharge as a rough guide. Recently reviewed the US Bureau of Labor Statistics reports on the nationwide the cost of employee benefits for "state and local government – all occupations" and found it to be reported as 57.5% of base pay¹. The conclusion this invites is that there is essentially little or no cost difference between paying base pay plus benefits or paying straight time plus a 50% overtime premium and 3.4% worker's comp premium, which equals base pay plus 53.4%.

The foregoing allows the inference that once required (or desired) levels of staffing are established, including allowing for reasonable training and contracted vacation time, it becomes a philosophical choice between paying a small workforce significant overtime

¹ <http://data.bls.gov/cgi-bin/survey/most>. The BLS expresses the cost as a percentage of total compensation which, for 2013 Q3, was 35.6% of total compensation. Cost of benefits expressed as a percentage of base pay is therefore 57.5%. Note that this is an average for state and municipal employees in all jobs nationwide. It is entirely possible that the actual benefits cost for firefighters in Wellfleet, or any other specific job could be quite different.

or reducing overtime by increasing the workforce size. Overtime can never be completely eliminated because, especially with public safety personnel, shifts which are vacant for unplanned reasons, such as an injury on duty, will still have to be filled.

Fire Department overtime in FY 14

In looking at the end of December expenditures I noticed the depletion of the fire department overtime lines and noted without figures in the most recent TA's report. As of January 31st the fire department has overspent line 220-5130 Overtime F/T by about \$3,500. The primary causes of this are fourfold²:

1. FY 14 FT Overtime was funded at \$150,000 despite FY 12 actual of \$217,938 and FY 13 actual of \$207,535.
2. Injuries on duty. One firefighter has been out on IOD since August 22, 2013. Through 2/1/14 the cost to fill his shifts has been \$43,038.60. It is hoped that he will be cleared to return on 2/6/14. A second firefighter has been out for a week and we are awaiting a medical evaluation.
3. Firefighter coverage while a firefighter was at the academy. Overtime cost to cover shifts from 9/8/13 to 10/28/13 of \$14,251.08.
4. Firefighter resignation. Overtime cost to cover shifts from 12/15/13 through 2/1/14 is \$13,161.96. Estimated overtime to cover the vacancy until a new firefighter can be trained is an additional \$16,205.28. (Interviews have been completed; this assumes hiring and orientation can be completed by 3/29/14.)

The total for the last three of these four items is \$86,656.92. There is a balance in the resigned firefighter's salary line. Assuming a new firefighter is hired in mid to late February, and assume regular shifts, about \$6,600 of that line item will not be spent on base salary for the replacement firefighter and can be used for overtime.

At present the projected shortfall is estimated to be \$86,656.92.

Alternatives:

1. Retain the current duty staffing levels (two paramedic firefighters on every shift), transfer \$40,000 from the reserve fund to fund overtime until May 1, 2014 and transfer additional funds from free cash in the approximate amount of \$40,000 at the annual town meeting to cover any overspent line items and anticipated costs through June 30, 2014. This alternative would nearly exhaust the finance committee reserve fund which currently has \$47,200 remaining out of \$50,000;
2. Retain current duty staffing levels, continue to fund salary and overtime from existing appropriations until such time as they are exhausted, request a transfer from the finance committee sufficient to continue funding until May 1, 2014 and request a transfer sufficient to fund for May and June at the annual town meeting. I estimate that current funding will be exhausted sometime in late March or early April and we would have to transfer somewhere in the \$8,000 - \$12,000 range at that time. This alternative would leave the current reserve fund balance available to cover other shortfalls but would require a much larger transfer at town meeting; or

² Fire Department calculation attached.

3. Reduce staffing levels. Ultimately this is a policy decision for the Board in conjunction with the Fire Chief, but the Towns EMS license is based on staffing two paramedics round the clock. The Chief has concerns for the safety of the public and of the firefighters and is therefore not in favor of reduced staffing. There is also the potential that single coverage shifts may produce a grievance unless bargain over the impact, which may also have a cost component. The Chief has already asked firefighters to defer any vacation plans until May if they have not already made financial vacation commitments, but that is only a temporizing step.

Wellfleet Fire Department
January 27, 2014


Overtime Used For:	Dates	Amount
111F	8/22/13 - 2/1/14	\$43,038.60
Academy Coverage	9/8/13 - 10/28/13	\$14,251.08
Group 4 Vacancy	12/15/13 - 2/1/14	\$13,161.96
TOTAL OT USED TO DATE		\$70,451.64
Projected Group 4 Vacancy	2/2/14 - 3/29/14	\$16,205.28
	14 days x \$1,157.52	
	(Projected/Estimated)	
<u>GRAND TOTAL PROJECTED - FY14</u>		<u>\$86,656.92</u>
<u>Due to 11F, Academy & Group 4 Vacancy</u>		

Totals After 1/28/14 Payroll	OT / DT Lines	Amount
	5130 00 FT OT	-\$3,478.99
	5130 18 FT OT TR	\$11,504.57
	5130 20 CALL OT	\$2,766.03
	5135 00 FT DT	\$1,462.35
	5135 18 CALL DT	\$1,875.99
	TOTAL IN BUDGET	\$14,129.95
	UNTIL 6/30/14	

Steven Coombs Salary Line
Line 5110 16

Balance after 12/31/13 Payroll		\$24,601.65
IF POSITION NOT FILLED UNTIL APRIL 2014 - amount available to transfer	6 payrolls x \$1,799.70	\$10,798.20
Amount Left to Fund Position from 4/1/14 - 6/30/14		\$13,803.45

(these figures are approximate numbers)

To: BOS
CC: Harry Terkanian, Town Administrator
Date: January 23, 2014
Re: Gull Pond Working Group 

Several years ago, the attention of the Conservation Commission and the NRAB was turned to the beautiful kettle ponds in Wellfleet. The NRAB did an extensive study and report on the ponds and on the recommended actions to be taken.

In 2012, the Conservation Commission, the Beach Department and the NRAB joined forces to triage the needs at the Town managed ponds. Gull Pond was first on the list and accordingly, in 2013:

- A small area south of the launch ramp was revegetated and fenced,
- 100 linear feet of MOBI mat were positioned to allow handicapped access,
- Rocks were placed on the north side of the launch ramp to prevent vehicles from parking on the beach; jersey barriers were added in the fall as the water level fell
- A new shed was built to store, among other things, a floating wheelchair that allows people to be rolled into the water and float with their families. The wheelchair was obtained through a grant funded by SMILEMA.
- New signage was added to direct the flow of traffic

The goals at Gull Pond for 2014:

- To relocate the parking from under the trees to the upper parking lot
 - Remove some trees and vegetation
 - Pave with permeable pavement the additional 36 spaces
- Install split rail fencing (see schematic)
- To remove the failing bulkhead and stairs
- To revegetate with native plantings and jute matting on the coastal bank that runs from the parking lot down to the water

Future Goals:

- Improve the launch ramp
- Lay gravel in the circular access and egress road to prevent further erosion
- Picnic tables and benches within the fenced area to allow for passive recreation

What will remain the same:

- The same number of vehicles will be able to park after the relocation as were able prior to the relocation
- Swimming lessons will continue as usual
- The launch ramp will be open for people to launch their boats year round

Town of Wellfleet
Application for Community Preservation Funding

Please submit 10 copies to:
Wellfleet Community Preservation Committee
300 Main Street
Wellfleet, MA 02667
508-349-0330

Date: November 14, 2013
Project Title: Gull Pond Landing Erosion Mitigation and Site Improvements
Project Sponsor: Wellfleet Beach Department with Conservation Commission, and
Natural Resources Advisory Board
Contact Name: Suzanne Thomas
Mailing Address: Wellfleet COA, 715 Old Kings Highway, Wellfleet, MA 02667
Telephone: 508-439-0313 **Email:** Suzanne.thomas@wellfleet-ma.gov
Federal Tax Identification number (if nonprofit): _____

CPA Category (circle all that apply):

Community Housing **Historic Preservation** **Recreation** **Open Space**

CPA Funding Requested: \$81,561.50

Total Project Cost: \$81,561.50 (with in-kind labor from AmeriCorps,
Town staff & committee members)

Project Description: Please answer the following questions, keeping answers brief but complete. Include supporting materials as necessary.

See attached narrative titled Gull Pond Landing Recommendations, July-August 2013.

1. **Goals:** What are the goals of this project? How does this project benefit Wellfleet and meet the goals of the Community Preservation Act?

See attached narrative.

2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans?

The need is stated in the attached project description and goals, and the work is consistent with the Town's Feb. 2011 "Ponds Management Plan" presented by Natural Resources Advisory Board (NRAB).

3. **Community Support:** What is the nature and level of support for this project?

Initial public input was sought in March 2013 by the town working group with representatives from the Beach Department, Conservation Commission and NRAB at a Conservation Commission business meeting. Although attendance was slight, there is consensus from the town staff and committees that this is an important improvement and restoration project. Since that time the Conservation Department installed some native plantings at the pond and Mobi-mat in cooperation with the Beach Department and AmeriCorps. The proposal has since been refined.

4. **Timeline:** What is the schedule for project implementation?

Phase 1 – 2013 (done) – Interim accessible route to pond with Mobi-Mat, rocks to deter driving on the beach, and native plantings on shoreline (completed with Beach revenue funds)

Phase 2- 2014 – Implement more complete site plan with native plant revegetation, replacement parking in upper lot, fencing, regrading for replacement boat ramp and improved accessibility, bulkhead removal, bank stabilization, and stormwater drainage improvements (CPA fund request)

Phase 3 – 2015 and beyond – monitor and make adjustments as needed

5. **Implementation:** Who will be responsible for implementing and overseeing this project?

The Beach Administrator on behalf of Recreation Director (with support of Conservation Commission). DPW and AmeriCorps assistance will be requested.

6. **Success Factors:** How will the success of this project be measured?

We are hopeful for a reduction in complaints to Recreation Director and Beach Administrator, and an increase in compliments. The conservation objectives are improved water quality and pond wetland buffer area resource conditions through runoff/erosion control.

Pond visitors will see improvement in overall conditions, including: improved pedestrian and vehicle traffic flow for parking and beach access will reduce congestion and increase safety for pedestrians; repaired eroded areas and mitigated stormwater runoff into pond will improve water quality and create a safer walking terrain; replanted degraded areas will restore the natural habitat for flora and fauna and provide needed coverage to prevent further erosion, and a new picnic area. Boaters accessing the boat ramp will have improved conditions for launching and better visibility.

7. **Budget:** What is the total budget for the project and how will CPA funds be spent?

Funds will be spent on engineering and contracting for parking and boat ramp work. This will be supplemented with in-kind labor by town staff, committee members, and

AmeriCorps to do fencing, revegetation, Mobi-mat regrading, and signage. The AmeriCorps in-kind labor is estimated at \$4,605.

8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include copies of commitment letters, if available.

Town Beach Department revenues and other town funds were utilized for Phase 1 activities. This totaled approximately \$11,749 in 2013. The Conservation Commission arranged topography and site plans. Further, we will request an AmeriCorps Group Project effort to assist town staff with labor for site improvement work. This will be overseen by the Town Beach Administrator, Conservation Agent and Conservation Commission members, who will also participate in the preparation and review of contract documents and work days.

9. **Maintenance:** If ongoing maintenance will be required, who will be responsible and how will it be funded?

We will request that DPW maintain the road and boat ramp surfaces. It is hoped that ongoing maintenance repairs by DPW will be reduced by correcting the drainage problems and improving the recreational and natural resource conditions. The Beach Department and Conservation Commission will monitor parking, picnic, and beach areas for required repairs and work with AmeriCorps to achieve necessary upgrades. Sand sweeping will be required for the optimal functioning of permeable pavement.

10. **Other information:** Any additional information that might benefit the CPC in consideration of this project.

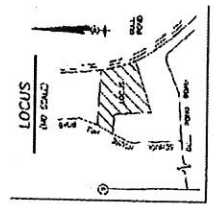
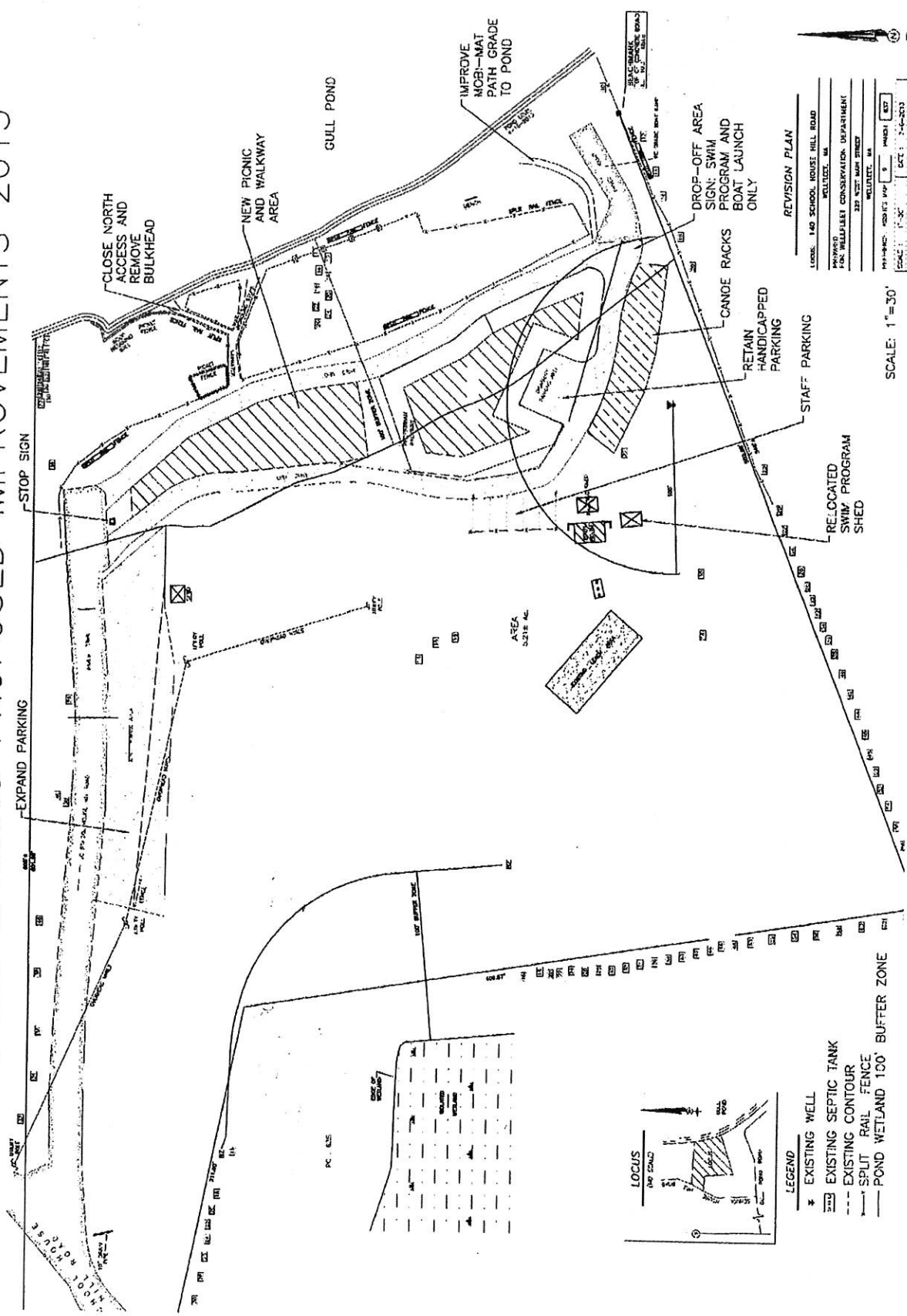
See attached photos and site plans.

.....FOR CPC USE ONLY.....

File # _____
Date Received _____

Determination _____

GULL POND LANDING PROPOSED IMPROVEMENTS 2013



- LEGEND**
- ✱ EXISTING WELL
 - ▣ EXISTING SEPTIC TANK
 - EXISTING CONTOUR
 - - - SPLIT RAIL FENCE
 - POND WETLAND 100' BUFFER ZONE

REVISION PLAN

LOCUS: 140 SCHOOL HOUSE HILL ROAD	DATE: 1-14-2013
PROJECT: FOR WILLOUGHBY CONSERVATION DEPARTMENT	SCALE: 1" = 30'
DESIGNED BY: []	CHECKED BY: []
DRAWN BY: []	DATE: 1-14-2013
PROJECT NO.: 333 1322 MAIN STREET	APP. NO.: 97206
WILLOUGHBY, OH	

SCALE: 1" = 30'

Ponds materials and pricing (Gull Landing)

Boat Ramp regrading and reconstruction work		Quantity	Price each	Subtotal	Total price
Regrading engineering plan (boat ramp improvement, including stormwater)		1			\$1,500.00
Boat ramp reconstruction		lump			\$25,000.00
Upper parking*					
Permeable paving (130 sq yards) (include subsurface recharge bed and installation)			\$150/sq yd		\$20,000.00
Striping (220 foot road and 36 parking spaces)		lump		\$800.00	\$800.00
Vacuum Pavement 6x/year				\$1,200.00	\$1,200.00
					\$22,000.00
Picnic and walkway area					
Planting area (2-3 gallon plants):					
Inkberry, Bayberry, Huckleberry, Blueberry, Pepperbush, Leatherleaf		150	\$40.00	\$6,000.00	\$6,000.00
Picnic tables (recycled lumber)					
Split rail fence posts		4	\$900.00	\$3,600.00	\$3,600.00
Split rail fence rails		95	\$11.00	\$1,045.00	\$1,045.00
Use wood chipper on site for picnic area wood chips (labor only)		170	\$7.25	\$1,232.50	\$1,232.50
			n/c		
Signage					
Sign posts (4"x4" PT) (incl. new signs and relocate Protect Pond sign)		6	\$10.00	\$60.00	\$60.00
One-way Sign		1	\$45.00	\$45.00	\$45.00
Do Not Enter Sign		1	\$65.00	\$65.00	\$65.00
Stop Sign		1	\$85.00	\$85.00	\$85.00
No Combustible Engines and Drop Off Area Only sign (custom signs)		2	\$200.00	\$400.00	\$400.00
4"x4" posts to deter parking in woods		12	\$10.00	\$120.00	\$120.00
					\$775.00
Demo boat rental corral (labor only)					
Bulkhead (loads)		4	\$500.00	\$2,000.00	\$2,000.00
Stairway (loads)		8	\$500.00	\$4,000.00	\$4,000.00
Reveg area at bulkhead and stairway					
Biodegradable jute		3	\$100/roll	\$300.00	\$300.00
Ground staples (1000/box)		3	\$100/box	\$300.00	\$300.00

Native grass:

Hair grass seed (by pound)	5	\$12.80	\$64.00	\$64.00
Pennsylvania sedge plugs (4 batches @ 72 plugs/batch)	288	\$2.00	\$576.00	\$576.00
Quickgrass pro-e matting	3	\$35/roll	\$105.00	\$105.00

Hardener (with added gravel below) to correct loop road drainage problems	12 yards	\$12/Yard	\$144.00	\$144.00
Processed stone for loop road	150 tons	\$30/ton	\$4,500.00	\$4,500.00

Gravel drainage swale on west side of loop road and south side of boat ramp (1.5")	12 yards	\$60/Yard	\$720.00	\$720.00
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Improve Mobi-mat path grade and walking surface to pond:				
Sand for beach area under mobi-mat for more smooth & accessible grade	n/c			
Granite marker (for visibility with varying water level at end of row of rocks by boat ramp)	1	\$300.00	\$300.00	\$300.00

AmeriCorps hours (2 group service days)	13 members	\$22.14/hr	\$4,605.12	In-Kind Donation
Staff and Conservation Commission Member volunteer time				Unknown In-Kind Donation

Sub-Total				\$96,936.50
Contingency 10%				\$7,400.00
TOTAL				\$104,336.50

*NSTAR to drop power line for parking area expansion

Request funding as a Transfer from the Beach Fund at ATM2014 \$ 22,775.00

Move request to FY16	\$ 25,000.00
Subtotal	\$ 49,161.50
Contingency 10%	\$ 5,000.00

ADJUSTED TOTAL \$ 54,161.50

Article 46. To see if the Town will vote and report of the Selectmen to be filed with the before February 27, 1966, relative to the layout from Commercial Street to Kendrick Avenue Extension layout as recommended in said report on behalf of accept as a gift, to acquire by purchase or take the land described in said report and raise and of one hundred dollars (\$100.00) for the purpose

1966
ATM
↓

Voted: To accept the article as printed.

* Article 47. To see if the Town will authorize the Board of Selectmen to issue non-transferable vehicle identification stickers for exclusive use of parking lots at all town beaches, at a cost of \$1.00 to residents and taxpayers and \$2.00 to persons paying for accommodations in Wellfleet. Persons paying for accommodations shall be certified by the owner of such accommodations, and see if the town will raise and appropriate or transfer a sum of money for the purpose of purchasing stickers, providing clerical hire and policing of all Town-owned beach parking areas.

Voted: That the Town accept the above article with amendment that the monies received from Stickers go into a fund known as 'Beach Fund for Care, Improvement and Maintenance of Town Beaches,' and transfer from Free Cash \$4,900.00 for purposes stated in article.

Article 48. To see if the Town will vote to raise and appropriate the sum of \$1,000.00 for the extension and filling of the Town Parking area at Duck Harbor, or do or act anything thereon.

Voted: To accept the article as printed.

Article 49. To see if the Town will authorize to layout and accept as a Town road, and improve the same with Town funds, a private way unnamed, leading from Old Neck Road, Wellfleet, to the top of the hill, known as Indian Walk, shown on a plan recorded with Barnstable Registry of Deeds, entitled "Chequessett Heights", plan laid out by Nickerson and Berger, Orleans, Mass. and further to accept a Deed of title to said way from the owner or owners of record, and to do or act anything thereon.

Indefinitely Postponed.

Article 50. To see if the Town will place the Surveyor of Highways and the full-time Town employees working under his direction on a salary basis and raise and appropriate a sum of money therefore and fix the salary of the Surveyor; all to become effective January 1, 1967, or take any action relative thereto.

Indefinitely postponed.

Article 51. To see if the Town will vote to accept and adopt the by-laws drawn up in the Warrant.

Indefinitely postponed.















TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

To: Board of Selectmen, Finance Committee and Town Accountant
From: Harry Terkanian, Town Administrator
Subject: FY 2015 Budget Status Summary
Date: February 3, 2014

Summary: This year department heads were requested to submit a budget that funded the same operations as in the prior fiscal year. Any additional services or projects were to be in a separate request with supporting documentation. Department heads were also requested to submit any changes or additions to the capital improvement plan.

Receipts: Receipts are estimated to be \$18,446,502, an increase of 1.62% over the FY 2014 estimate. The primary differences are reductions in debt exclusions as some excluded debt has been retired and a reduction in Mass. School Building Assistance Board reimbursement for completed projects (\$205,000 in FY 2014.) Note that the estimates for local receipts are deliberately conservative. Building, Conservation, Recreation, COA and Beach Program have all been asked to review and recommend fee increases where appropriate. While there may be some increases, I do not expect that there will be significant additional revenue as a result.

Free Cash: Free cash has been certified at \$1,674,927 and shows an increase of \$261,367 over last year's certified balance of \$1,413,560. This is more than double the goal of 4.5% of the operating budget (about \$750,000). Marina Enterprise Fund free cash is \$145,564 and Water Enterprise Fund free cash is \$57,069.

Stabilization Fund: The goal of 5% of the operating budget has not been reached. Current balance is about \$560,000 with a goal of \$750,000. An additional transfer from free cash of \$50,000 is recommended (see below).

Operating Budget: The proposed operating budget is currently \$15,201,453, an increase of 1.64% over the FY 2014 budget. It may be appropriate to pay transitional expenses related to converting the clerk, treasurer and collector positions from elected to appointed from free cash as these are non recurring expenses. \$80,000 is an approximation of the temporary salary increase and transition costs such as audit and training. These costs should be paid out of free cash. Estimated receipts exceed the proposed budget (including capital items and cherry sheet charges) by \$137,558¹. There are a number of additional requests by department heads which accompanied their budget requests and which have not been included in the budget. Supporting memos were attached to the December 5, 2013 memorandum:

1. Additional requests have been received as follows:
 - a. Add a facilities maintenance person to the DPW staff. Recommended.
\$50,000

¹ This assumes that the entire operating budget is funded from revenue sources. If non recurring items such as the transition to elected collector/clerk/controller are paid from free cash, this figure will be around \$217,000.

- b. Add an additional police officer. Not recommended. \$55,855
- c. Increase the FD call stipend budget. Recommend \$16,000 to provide additional coverage April – September. \$32,000
- d. Increase the FD summer coverage budget. Recommended. \$6,248
- e. Increase FD administrative assistant hours. Not recommend \$6,290
- f. Increase the Herring Warden stipend and expense budgets. This has been included in the budget. Recommended. \$2,200
- g. Add Personnel Board expense budget. Recommend add to consultancy. \$500
- h. Funding for planning beach parking and access improvements. To be determined, transfer from the Beach Fund or request reserve fund transfer.
- i. Funding for the stabilization fund. Recommend transfer from free cash. \$50,000

There are also some potential additional appropriations:

- 1. Collective bargaining agreements are under negotiation with four bargaining units. We need to budget for wage increases. Estimated reserve for raises for FY 15: \$60,000
- 2. Collective bargaining agreements for fiscal years prior to FY 15 (from free cash): \$60,000
- 3. Consideration of an increase in the OPEB funding to \$200,000 (provisionally \$150,000.) Recommend entire \$200,000 from free cash. \$50,000
- 4. Recommend establishing a second stabilization fund specifically for marina improvements, primarily dredging, and initially funding it by transferring 2013 OysterFest parking receipts (\$14,000) from Marina Fund Balance.
- 5. Typical year end adjustments to the FY 14 budget which are not know at this time and will be funded from free cash.

The recommended additional items and the potential additional appropriations which will impact the FY 15 tax rate total approximately \$132,748 with an additional \$160,000 funded from free cash.

Marina Enterprise Fund: With the retirement of one loan in FY 13, the Marina operations numbers show some improvement. Despite this, the proposed budget requires about \$53,000 of retained earnings to be in balance.

Water Enterprise Fund: The FY 15 Water Enterprise budget shows a decrease in retained earnings of about \$30,000. The only budget line item where the TA recommendation differs from the department request is in part time salaries and wages. I have budgeted an increase to cover additional hours, but have not funded the item as a full time position as requested by the department. I also note that only a portion of the operating expenses are covered by operating revenue. Connection charges, which are intended to partially defray construction costs, have not been specifically allocated to those costs.

See the December 5, 2013 memorandum and attachments for comments. Additional comments about specific line items:

Accountant (#135): No salaries and wages change except per contract. Expenses essentially level funded except for adding \$2,000 to cover the estimated cost of a cash audit when the current treasurer retires. Fund this item from free cash as a non recurring item.

Clerk/Treasurer (#145): Salaries - Scenario one: Clerk/Treasurer remains as one position with a 3% salary raise. Scenario two: Separate Treasurer (\$65,000) and Clerk (\$60,000) – both salaries are low compared to same positions in other Towns. Dawn's sick and vacation retirement must be considered as an extra expense. At spring 2014 Town Meeting, the separate article to fund the salary increase of the Clerk/Treasurer and Tax Collector will be removed and added to the operating budget. An additional article to fund Dawn's proposed consultancy fee (should she be brought back after retirement to help train the newly appointed Clerk and Treasurer) should be added to the 2014 Annual Town Meeting Warrant. Dawn also suggested adding a school/training budget line (5780.01) for both the Clerk and Treasurer positions. Funds for this new budget line may be reallocated from 134-5780.00 Other Charges. For both budgets, requested expenditure increases below 2%. Dawn feels that the assistant position is necessary. Fund the transitional items from free cash as non recurring items.

Budgeted based on the assumption that the clerk and treasurer will be separate positions and the Town will contract with the incumbent for a three month transition. Net result is an increase in wages and salaries by \$61,900 and expenses by \$1,270 plus some training and transitional consulting. It is anticipated that upon retirement of the Collector, those duties will be added to those of the treasurer. Overall, the Clerk/Treasurer and Collector's offices employ three full time persons and one part time person (about 7 to 10 hours per week) at present and will ultimately revert to the same staffing levels once the transition is complete.

Legal (#151): Recommend level fund at \$100,000. A significant part of the FY 13 budget was devoted to a single case, which is now in the hands of the trial judge for decision. FY 14 expenditures through January, 2014 are about \$20,000.

Herring Warden (#178): We have been unable to identify a candidate for appointment. The NRAB believes that the amount of work required is disproportionate to the current stipend. They are in the process of preparing the outline of a job description. Their estimate is that the compensation required to attract a qualified candidate may be as much as \$2,500 and they request that the line item (178-5195 Stipend) be increased from \$300 to \$2,200 and a \$300 expense item be added. Both have been included in the current draft operating budget.

Chamber of Commerce (#182): Recommend reduction from \$13,000 to \$10,000. Historically the Town has funded \$10,000 for advertising its attractions. In recent years an additional \$3,000 was added, subject to the availability of revenue, to defray the cost of the chamber assuming management of the discover Wellfleet website. Over the past two years \$6,000 has been expended for this and unallocated revenues are becoming more and more difficult to come by.

Animal Control Officer (#292): A \$5,000 increase to fund additional coverage by the assistant ACO is in the operating budget. Line item proved insufficient after funding reduced in FY 14.

Attached is a spreadsheet with a list of changes to both the operating and capital budgets.

Account Title Title	Account	Change	Source/Comment	Date
Herring Warden	178	\$2,200	BOS meeting 1/28/13	2/3/14
Fire Dept - Overtime F/T	220-5130-18	(\$11,237)	Per FD	1/8/14
Fire Dept - Contract Services	220-5300	(\$7,000)	Per FD	1/8/14
Fire Dept - Postage	220-5340-2	(\$100)	Per FD	1/8/14
Fire Dept - Printing	220-5340-3	(\$250)	Per FD	1/8/14
Fire Dept -Advertising	220-5340-4	(\$150)	Per FD	1/8/14
DPW Transfer Station Foreman	420-5110	\$7,150	Per DPW - corrected salary	2/3/14
DPW mechanic	420-5110	\$8,365	Per DPW - corrected salary	2/3/14
Wellfleet Elem. School	300	(\$48,310)	Per superintendent - new total	1/15/14
Nauset Region	301	(\$70,909)	Per superintendent - preliminary	1/27/14
Cape Cod Tech	302	\$38,068	Per superintendent - revised	1/29/14
Transfer Station - Supplies	433-5530	(\$4,000)	Per DPW	1/10/14
County Retirement	911-5170	(\$22,602)	Per Treasurer	1/10/14
Group Insurance	914	(\$64,500)	Per Treasurer	2/3/14
Net Budget Change		(\$173,275)		
CIP				
Shellfish - culch barge		\$15,000	Per DPW - add replace DPW spre	1/8/14
DPW - 1 Ton Truck		\$4,000	Per DPW - Price increase	1/8/14
DPW - refuse trailer		(\$68,000)	Per DPW - move to FY 16	1/8/14
DPW - Mayo Beach lot resurface		(\$67,000)	Per DPW - move to FY 16	1/8/14
NRSD CIP		(\$97,645)	per superintendent	1/29/14
NRSD - MS Roof		(\$9,915)	per superinetndnt	1/29/14
Tennis Courts - grant		\$110,000	CPA approval	1/29/14
Tennis court borrow		(\$90,000)	CPA approval	1/29/14
WES Roof		\$64,957	Revised cost estimate	1/29/14
WES Roof - MSBA Est reimburse		(\$156,660)	Estimated reimbursement	1/29/14
Net CIP Change		(\$295,263)		



Town of Wellfleet Committee Vacancies

To: Harry Terkanian
From: Amy Voll
Re: Appointments to Town Boards

Date: February 11, 2014

The report format provides the appointing authority with a comprehensive view of vacant positions on each Town Board. Each table identifies the amount and type of positions that are vacant, the authority for making the appointment and the length of the term. Following the table contains names of individuals requesting consideration to fill a vacancy.

Barnstable Human Rights Commission (1 Wellfleet Representative)

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

Requesting Appointment: No applications on file.

Building Needs & Assessment Committee (5 Members)

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

Requesting Appointment: One application on file.

Bylaw Committee (3 Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Moderator	3 years

Requesting Appointment: No applications on file.

Commission on Disabilities (up to 7 Members)

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

Requesting Appointment: No applications on file.

Energy Committee (7 Members, 2 Alternates)

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

Requesting Appointment: No applications on file.

Herring Warden (1 Warden, 1 Assistant Warden)

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

Requesting Appointment: No applications on file.

Local Comprehensive Planning Implementation Committee (5 Members)

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

Requesting Appointment: No applications on file.

Recycling Committee (9 Members)

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

Requesting Appointment: No applications on file.

Personnel Board (4 Community Members)

Vacant Positions	Appointing Authority	Length of Term
1 Position	Board of Selectmen	6/30/2015

Requesting Appointment: No applications on file.

Shellfish Advisory Committee (7 Members, 2 Alternates)

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

Requesting Appointment: No applications on file.

**Wellfleet Board of Selectmen
Minutes of the Meeting of January 28, 2014
Council On Aging Building, 7:00 p.m.**

Present: Berta Bruinooge, John Morrissey, Dennis Murphy, Paul Pilcher; Town Administrator Harry Sarkis Terkanian.

Regrets: Jerry Houk

Chair Berta Bruinooge called the meeting to order at 7:00 p.m.

Announcements, Open Session and Public Comment

- Paul Pilcher announced that the survey for Town funded pre-school was sent to eligible Wellfleet families. He encouraged any family with a stake in the discussion to participate in the survey.
- Town Administrator Harry Terkanian announcements:
 - The Compact of Cape Cod Conservation Trusts will present its newest publication, *To Live Lightly on the Land: A Guide to Private Land Protection in (and around) the Cape Cod National Seashore* at the Cape Cod National Seashore Salt Pond Visitor Center in Eastham on Monday, February 3, 2014 at 10:00 a.m.
 - Solarize Wellfleet will host two events: “Solar 101 Workshop” to review the program on Monday February 3, 2014 from 7:00 – 9:00 p.m. at the COA and “Meet the Installer” to hear from the companies selected to perform the installation work on Saturday, February 22, 2014 from 10:00 a.m. to 12:00 p.m. at the COA. This workshop will also include a demonstration of Mapdwell, which estimates solar potential and payback costs.
 - Police Chief Ron Fisette announced that the Police Department had received two grants: \$1,000 from Shellfish Promotion and Tasting (SPAT) for supplies and a large message board awarded through a Homeland Security grant for use throughout Outer Cape towns.

Licenses

Motion 14-0040: Murphy moved to approve the following annual business licenses: Blue Willow Fine Foods, Mainstay Motor Inn, PJ’s Family Restaurant, Vintage Auto (Used Car Dealer’s License – Class II). Morrissey seconded the motion and it passed 4-0.

Appointments

Motion 14-0041: Pilcher moved to approve the appointment of Miriam Spencer to the Historical Commission to fill the remainder of Jean Nelson’s term expiring on 6/30/15. Morrissey seconded the motion and it passed 4-0.

Request by NRAB to discuss Herring Warden position

Ned Hitchcock reviewed a recommendation and supporting materials from the Natural Resources Advisory Board (NRAB)¹ to raise the budgeted line item for the Herring Warden position to \$2,500. The FY2014 budget for the position is \$300. The position has been vacant since spring 2013 and the increased salary might attract a qualified candidate. Bruinooge requested a job description. Helen Miranda Wilson from the Shellfish Advisory Board asked to add eel monitoring to the job description. Hitchcock supported the idea. The Selectmen would like to see this incorporated into the FY2015 budget that will be voted on at a future BOS meeting.

Public Hearing(s) [7:15]

Restaurant Closing

Motion 14-0042: Morrissey moved to approve the request received January 7, 2014 from Joseph Wanco to close the Lighthouse Restaurant from Sunday, February 23, 2014 through Thursday, April 17, 2014. Pilcher seconded the motion and it passed 4-0.

Shellfish

The Shellfish Advisory Board (SAB) and Shellfish Constable made the following recommendations for changes to the Wellfleet Shellfishing Policy and Regulations²:

(S.5.1) Close Indian Neck on Wednesdays to recreational shellfishing to allow mature development of stock. The Selectmen agreed that closing the area for one day would not resolve the issue. The BOS will consider a full closure at a Selectmen meeting in September for a one or two year period commencing October 1, 2014. Helen Miranda Wilson from the SAB recommended an outreach campaign to non-resident taxpayers and signage at the Beach Sticker and other Town offices if the Selectmen vote for closure.

(S. 6.1.2) Change the deadline date to purchase a commercial shellfish license from April 30 to January 31; effective May 1, 2014. The recommendation would allow for a two month window (versus five months) for the purchase of a commercial shellfish license in Wellfleet. The SAB recommends the change to help negate closure of the harbor for health violations; SAB and the Constable want to support those fishermen who understand and follow strict health guidelines for harvesting shellfish, which is especially important with the pending implementation of the vibrio control plan. Pilcher voiced his concern that the shortened purchasing window would limit economic opportunities for some residents.

Motion 14-0043: Murphy moved to approve the amendment to section 6.1.2 of the Town of Wellfleet Shellfishing Policy and Regulations which would change the deadline to purchase a Wellfleet commercial shellfish license from April 30 to January 31, effective May 1, 2014. Bruinooge seconded the motion and it passed 3-1 (Pilcher).

With the approval of the amendment to section 6.1.2, Helen Miranda Wilson noted that the dates will also have to change in section 6.1.4, the Hardship Exemption Regulation. The Selectmen will revisit the issue at a future shellfish related hearing before May 1, 2014.

(S.6.4.7) Add South Lieutenant Island to section 6.4 “Seasonal and Other Restrictions: Open and Closed Areas” and recommend closure to shellfishing from June 1 through September 30.

Motion 14-0044: Bruinooge moved to add section 6.4.7 to the Town of Wellfleet Shellfishing Policy and Regulations, and approve closure of South Lieutenant Island for the taking of shellfish from June 1 through September 30. Morrissey seconded the motion and it passed 4-0.

(S.7.16) Add the phrase "or otherwise affiliated persons" to the petite oyster regulation. This addition is a housekeeping measure to coordinate with language in section 7.8.4 “Working of Grants by Non-Licensees.”

Motion 14-0045: Morrissey moved to add the phrase "or otherwise affiliated persons" to the section 7.1.6 (petite oyster) to the Town of Wellfleet Shellfishing Policy and Regulations.

Motion 14-0046: Murphy moved to approve the application to transfer shellfish grant licenses 2006-01 and 2006-01 ext from Robert LaPointe to Robert and Lorraine LaPointe. Morrissey seconded the motion and it passed 4-0.

Motion 14-0047: Morrissey moved to approve the application to renew shellfish grant licenses 2006-01 and 2006-01 ext for a ten year period. Murphy seconded the motion and it passed 4-0.

The Shellfish Constable requested a public hearing to reinstate Sebastian Frawley’s commercial shellfish license at a future Selectmen meeting. The Selectmen voted to suspend Frawley’s commercial shellfish license for an eight month period (Sept 30, 2013 to May 31, 2014) at their September 30, 2013 meeting. Pilcher asked Frawley to submit a letter in writing to the Selectmen requesting the reinstatement.

Business

Cape Light Compact update presentation and discussion of revised Aggregation Plan

Representatives from the Cape Light Compact (CLC) reviewed proposed revisions to their aggregation plan³ as requested by the Department of Public Utilities (DPU). Regulators requested changes that will eliminate

obsolete terms and references, include modified language that reflects current electric power supply procurement procedures, require annual independent financial statement by an auditor of CLC's expenditures, provide an annual power supply report to the DPU and show compliance with the Green Communities Act, among other changes. Dick Elkin, Wellfleet's representative to the CLC Governing Board, stated that the whole Governing Board reviewed the plan line by line and voted to approve the updated version for submission to the DPU after the commencement of a series of public hearings and an open comment period (public comments will be included in the submission). The Selectmen agreed to support the vote of Governing Board member Dick Elkin on final aggregation plan.

Approval of Wellfleet Permanent Firefighters Agreement

Motion 14-0148: Pilcher moved to approve the Wellfleet Permanent Firefighters Agreement⁴. Murphy seconded the motion passed 4-0.

Water System Expansion Proposed Change Orders #2 and #3

There are two potential change orders under consideration for the water system expansion⁵:

Proposed change order #2 would replace a failed culvert under Chequessett Neck Road. Funds for the culvert replacement were not included in the original contract with Environmental Partners Group (EPG). Terkanian requested EPG obtain contractor quotes for the additional work. Two contractors responded and both quotes were significantly higher than EPG's price. Because the additional work cost is less than \$25,000, the Town can award the work based on competitive quotes.

Proposed change order #3 would extend water down Hiller Avenue beyond Summit Street and would potentially service eight additional residences. Estimated cost is \$44,700. While this addition has merit, the uncommitted project budget would be reduced to just \$259.00. The Town Administrator and Selectmen do not recommend reducing the contingency fund to a few hundred dollars at this time. Accountant Marilyn Cray said that she will look to see if there is approximately \$40,000 in remaining funds from the first water system project that can be transferred into the current project budget. If the funds are available, the Selectmen would like to revisit change order #3 while the current expansion is still under construction.

Motion 14-0149: Pilcher moved to approve Wellfleet Water System Expansion Change Order #2 and take no action on Change Order #3 at this time. Morrissey seconded the motion and it passed 3-0-1 (Murphy recused himself from the vote).

Bruinooge called a recess from 8:32 p.m. to 8:40 p.m.

Five year budget projection documents

Town Accountant Marilyn Cray reviewed the Town's five year budget revenue and expenditure projections⁶. The excess capacity (or profit margin for the Town that exceed the levy limit) figure for FY2015 currently shows a large deficit but Cray assured the Selectmen that it will become a positive figure after the tax rate is set in September and the Capital Improvement budget is finalized. Based on her projections, Cray said that the Town should be fiscally sound for the next five years. Cray added \$50,000 for trash hauling in FY2017 to coincide with the end of the Covanta contract and \$100,000 for each subsequent year. Current revenue projections are conservative and do not include reimbursements or unknown profits (i.e. PAYT bags). Pilcher was concerned that receipts reserved looked to be declining and does not want to "nickel and dime" the department budgets based on a revenue projection that may be too conservative. He would like to base his budget recommendations on more realistic revenue numbers.

FY 2015 Budget Review

Terkanian noted that the biggest budgetary increases have been in school and public safety⁷. The remaining budget expenditures for other areas of Town Government have remained relatively flat. Revenue projections remain constant and current projections for FY2015 do not include significant growth. Pilcher asked why the cherry sheet was budgeted \$100,000 less than FY2014. Cray said that the cherry sheet estimates were just

received from the state and Wellfleet's allocation was listed at \$261,107, reflecting only a slight increase to Terkanian's original projection.

The current FY2015 budget as presented to the Selectmen⁸ does not reflect any additional budget requests from the departments (i.e. new positions requested for Police and DPW) or non-negotiated salary increases. Murphy noted that \$14,000 in revenue from Jack's Boat rental must be removed from Local Receipts/Rentals/Leases.

The Selectmen noted that the Police budget is down 1% from FY2014 but does not reflect new hires or additional budget requests. A discussion ensued regarding County Dispatch. Fissette and Pauley explained that there is a lack of detailed information and many remaining questions about who will control budgets, fees and oversight. Morrissey would like to investigate whether the BOS made the correct decision to move the fire dispatch to the County considering the number of outstanding questions regarding its budget and management. Pilcher had many questions about the Clerk and Treasurer positions, including how to finance a multi-year overlap in positions. Morrissey suggested financing the Clerk and Treasurer overlap from free cash as the expense is finite. All DPW budgets are level funded or under FY2014 figures. Morrissey and Murphy are most interested in hiring the DPW facilities position and all the Selectmen agree that adding a new position to the Police Department this year is unlikely.

Terkanian noted that the Wellfleet Elementary School Budget is up 1.95%. The Nauset Regional School District assessment has gone down 3% (approx. \$70,000) due to declining enrollment. Because of a new assessment model, Wellfleet's contribution to the Cape Cod Regional Technical High School is going up \$40,000 – a 64% increase. Overall, the Town will gain about \$18,000 more than the FY2014 school budget.

Morrissey asked Terkanian to explore borrowing for certain items in the Capital Budget to free up cash for the operating budget.

NOTE: FY2014 free cash is certified at \$1,674,927 as of Jan 29, 2014. This compares favorably with the preceding three fiscal years (\$494,538, \$1,348,259 & \$ 1,413,560 respectively). The figure is well above Wellfleet's fiscal policy minimum free cash reserve of 5% of the operating budget (about \$750,000).

Request for BOS letters of support for NFWF coastal resiliency grant⁹

Motion 14-0150: Pilcher moved to approve sending Board of Selectmen letters of support for National Fish and Wildlife Foundation (NFWF) coastal resiliency grant applications from the Friends of Herring River, Wellfleet Comprehensive Wastewater Planning Committee and Center for Coastal Studies. Murphy seconded the motion and it passed 4-0.

Participation in Truro Community Development Block Grant¹⁰

Motion 14-0151: Pilcher moved to approve Wellfleet's participation in Truro Community Development Block Grant. Murphy seconded the motion and it passed 4-0.

Request to extend noise ordinance at Holden Inn on July 12, 2014

The Selectmen did not act to approve a request¹¹ to extend the noise ordinance at the Holden Inn on July 12, 2014.

Town Administrator's Report

Town Administrator Harry Terkanian reviewed the Town Administrator's report¹².

Future Concerns

- Terkanian will meet with Selectmen individually for his initial performance review before a formal public review at a future BOS meeting.
- Pilcher spoke with Shellfish Constable about partitioning the Beach Sticker Office. The Selectmen agreed to place the issue on the February 11, 2014 agenda.

Correspondence and Vacancy Report

John Morrissey had prepared the Correspondence Report¹³. A copy was made available for review.

Minutes

Motion 14-0152: Morrissey moved to approve the minutes of the January 14, 2014 BOS meeting¹⁴ as printed. Murphy seconded the motion and it passed 4-0.

Adjournment

Motion 14-0153: Murphy moved to adjourn the meeting. Pilcher seconded the motion and it passed 4-0. The meeting was adjourned at 9:56 p.m.

Respectfully submitted,

Amy Voll, Executive Assistant

¹ 2014-01-14 NRAB recommendation and supporting documents for Herring Warden position

² 2014-01-28 Memo with recommended changes to Wellfleet's Shellfishing Policy and Regulations

³ Cape Light Compact proposed aggregation plan and supporting documents

⁴ 2014-01-28 Final contract with the Wellfleet Permanent Firefighters Association

⁵ 2014-01-23 Terkanian Memo 'Water System Expansion Change Order'

⁶ 2014-01-28 Crary Five Year Budget Overview FY 2015-2019

⁷ 2014-01-28 Graphs depicting 5-year budget revenues and expenditures

⁸ 2014-01-28 FY2015 Operating budgets for Police, Fire, DPW, Clerk/Treasurer/Collector

⁹ BOS letters of support for NFWF coastal resiliency grant applications from the Friends of Herring River, Wellfleet Comprehensive Wastewater Planning Committee and Center for Coastal Studies

¹⁰ 2014-01-15 Bailey Boyd & Assoc letter requesting BOS approval to participate in FY2014 Truro CDBG Grant

¹¹ 2014-01-11 Email to J. Maclauchlan requesting extension of noise ordinance at Holden Inn

¹² 2014-01-28 Harry Terkanian Town Administrator's Report

¹³ 2014-01-28 Correspondence Report

¹⁴ 2014-01-14 BOS minutes