



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Tuesday, October 4, 2016 at 4:00 p.m. at the Wellfleet Town Hall Basement Hearing Room, 300 Main Street, Wellfleet, MA 02667. It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.

- I. Announcements, Open Session and Public Comment [7:00]** *Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comment.*
- II. Appointments/Reappointments**
 - A. Sibel Asantugrul to Zoning Board of Appeals with term ending June 30, 2017 [1 vacancy]
 - B. Ned Oliver to Bike & Walkways Committee with term ending June 30, 2019 [1 vacancy]
- III. Business**
 - A. Authorize the Town Administrator to execute contract for \$1,800 with Eric Dray for consulting services to Wellfleet Historical Commission. [TA]
 - B. Draft FY 2018 Budget Policy and Statement [2nd Reading and Approval]
 - C. Approval of 2017 Annual Town Meeting and FY 2018 Budget Calendar
 - D. Call for Special Town Meeting on November 15, 2016.
 - E. Call for Special Town Election on November 16, 2016.
 - F. Insert Special Town Election ballot question.
 - G. Closing of the 2016 Special Town Meeting Warrant; articles placement and recommendations.
- IV. Adjournment**

RECEIVED
TOWN OF WELLFLEET
2016 SEP 30 PM 2:09



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

II-A

II. APPOINTMENTS/REAPPOINTMENTS

- A. Sibel Asantugrul to Zoning Board of Appeals with term ending June 30, 2017 [1 vacancy]

REQUESTED BY:	Sibel Asantugrul
DESIRED ACTION:	Fill a vacancy on the ZBA
PROPOSED MOTION:	I move to appoint Sibel Asantugrul to Zoning Board of Appeals with term ending June 30, 2017.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



confirmed education on 10/4

TOWN OF WELLFLEET APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP

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

FILL OUT THE FORM BELOW and mail it to:

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

Name Sibel Asantugrul Date 12 September 2016

Mailing Address 415 Eastwind Circle South Wellfleet

Phone (Home) 508 349 9863 Phone (Business) 508 240 5597

e-mail: sibel@saarchitecture.com

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: I am an architect and principal of my architecture firm, S.A. Architecture, Inc., since 1999. I was a volunteer on the ZBA at several intervals from 1998 to 2015. I was the Chair of the Historical Board in 2004.

Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.: I am a licensed architect in MA, NY, National Council, LEED (Leadership in Energy and Environmental Design).

Committees/Boards of Interest: 1) Zoning Board of Appeals *alternate or regular member? HMMW 9/27/16*
2) _____
3) _____

SEP 14 2016



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

II-B

II. APPOINTMENTS/REAPPOINTMENTS

A. Ned Oliver to Bike & Walkways Committee with term ending June 30, 2019 [1 vacancy]

REQUESTED BY:	Ned Oliver
DESIRED ACTION:	Fill a vacancy on the Bike & Walkways Committee
PROPOSED MOTION:	I move to appoint Ned Oliver to Bike & Walkways Committee with term ending June 30, 2019 [1 vacancy]
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEM

confirmed attending
OCT 4
meeting

Wellfleet depends on its citizens to carry out many of our government's activities.
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 Ned Oliver Date 9/14/16

Mailing Address PO Box 401
Wellfleet MA 02667

Phone (Home) 508 349 2738 (cell) 508 981 3307

E-mail NedOliver@Comcast.net

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: Served on the Wellfleet Recreation Committee
for 5 years.

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

Bachelor of Science, Business Administration University of MASS, Lowell

- Committees/Boards of Interest: 1) Bike & walkway Commission
2) _____
3) _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

III-A

III. BUSINESS

- A. Authorize the Town Administrator to execute contract for \$1,800 with Eric Dray for consulting services to Wellfleet Historical Commission. [TA]

REQUESTED BY:	TA & Historical Commission
DESIRED ACTION:	Authorize contract with consultant for the Historical Commission
PROPOSED MOTION:	I move that the Board of Selectmen votes to authorize the Town Administrator to execute contract for \$1,800 with Eric Dray for consulting services to Wellfleet Historical Commission.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

This agreement made the _____ day of October, 2016 by and between **Eric Dray** hereinafter called the "Contractor" and the **Town of Wellfleet** hereinafter called the "Town." Witnessed, that the Contractor and the Town for the consideration hereinafter named agree as follows:

Article 1: Scope of Work

The contractor shall furnish all services agreed to by the Wellfleet Historical Commission, to include 6 Form Bs, fully completed to the generally accepted professional standard for such documents. Work shall consist of completed Form Bs for properties on Briar Lane as selected by the contractor and approved by the Wellfleet Historical Commission.

Article 2: Time Period

The work shall be completed by 11/30/16. The deadline for completion of work may be extended by mutual agreement between the Contractor and the Wellfleet Historical Commission through the Town Administrator.

Article 3: The Contract Sum

The total amount of the project is \$1,800.

Article 4: Time of Payment

The Town shall pay Contractor as per purchase order invoices submitted by the Contractor upon completion of the project.

Article 5: Contract Documents

The scope of work together with this agreement form the Contract and they are as fully a part of the contract as attached and incorporated herein by reference.

In Witness Whereof the representative parties hereto have caused this instrument to be duly subscribed and sealed.

Town of Wellfleet

Contractor

Daniel Hoort, Town Administrator

Eric Dray



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

III-B

III. BUSINESS

B. FY 2018 Budget Policy and Statement [2nd Reading and Approval]

REQUESTED BY:	TA & BOS
DESIRED ACTION:	Approve FY 2018 Board of Selectmen Budget Policy and Statement
PROPOSED MOTION:	I move that the Board of Selectmen votes to approve FY 2018 Budget Policy and Statement.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

**TOWN OF WELLFLEET
BUDGET POLICY
FISCAL YEAR 2018**

It shall be the policy of the Town of Wellfleet that this Budget Policy articulates the Town's priorities and goals and provides an overview of the issues to be addressed during the Town of Wellfleet's budget process. This policy is adopted pursuant to Town Charter section 7-2-1 and Board of Selectmen's Policy 2013-02, Budget and Fiscal Management Policy.

BUDGET COMPLIANCE: The Budget will be estimated in accordance with all applicable laws.

BUDGET COMPONENTS: The Budget shall be composed of the General Fund Operating Budget, the Marina Enterprise Fund Budget, the Water System Enterprise Fund Budget, the Capital Budget, the ten year Capital Improvement Plan and any budget Articles proposed for the Annual Town Meeting Warrant. The Capital Budget shall consist of capital requests to be funded from available funds including the tax levy; capital requests to be funded by borrowing shall be set forth in separate articles. The Budget should include financial results for the previous year and the current year to date. Object codes and summaries should be consistent across all organizational units. The Budget shall also include detailed revenue estimates and projections which will be created with the input of the Department Heads and the Town Accountant.

ENTERPRISE FUNDS: The Town of Wellfleet shall propose budgets for the Enterprise Funds that are self-supporting without a property tax transfer and which shall also reasonably and accurately allocate indirect costs.

CAPITAL BUDGET: The Capital Budget is important because regular replacement of worn out or obsolete equipment and prompt maintenance of facilities are important steps to avoid larger future expenditures which can result from delayed replacement or maintenance. The Town of Wellfleet shall propose a Capital Budget for the upcoming Fiscal Year that will include all capital projects and items with an overall expenditure of at least \$5,000 and a life expectancy of greater than one year.

CAPITAL IMPROVEMENT PLAN:¹ The Town of Wellfleet shall propose a ten-year Capital Improvement Plan that will encompass any capital project or item with an overall expenditure of at least \$5,000 and a life expectancy of at least one year. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional operational costs associated with the capital project or item, including whether additional personnel may be required. (The FY 2018 Capital Improvement Plan has been previously approved and can be found at: http://www.wellfleet-ma.gov/sites/wellfleetma/files/file/file/fy_2018_capital_improvement_plan_with_exhibits.pdf)

The Town Administrator will review and revise the approved FY2018 Capital Improvement Plan with Department Heads during the fall budget planning process.

¹ See Town Charter section 7-5.
Budget Policy FY 2018 2016-09-20.doc

After completion of the 2016 Annual Town Meeting and in accordance with Charter section 7-5 the Town Administrator shall begin the process of updating the FY 2017 Capital Improvement Plan for FY 2018.

BUDGET DEVELOPMENT: Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by November 2, 2016. The Town Administrator shall submit his proposed budget to the Board of Selectmen and the Finance Committee on December 2, 2016.

Where personnel costs are unknown due to pending contract negotiations department budgets shall include personnel costs based on FY 2017 costs. Required salary adjustments will be proposed in a separate article or articles.

PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET

APPROVALS: The Town Board of Selectmen and the Finance Committee shall hold joint budget workshops at 7:00 p.m. on Tuesdays or Wednesdays in December and in January. Department Heads will only need to be present at budget workshops if requested by the Board of Selectmen, the Finance Committee or the Town Administrator. The Board of Selectmen shall approve its proposed budget by the end of January. The Board of Selectmen's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information, including regional school district assessments or adjustments to state revenue or charges, becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by February 23, 2017.

ADDITIONAL REQUESTED BUDGET AMOUNTS: Additional requested budget amounts above the previous year's budget request are not encouraged but will be considered if justification for such additional amounts is included with the budget materials. Justification and any supporting documents shall be submitted by department heads as a separate submission. Priority will be given for requests that place a minimum reliance upon the property tax to fund these endeavors and for requests required to meet legal obligations of the Town of Wellfleet.

NON-PROPERTY TAX REVENUE SOURCES: The Town of Wellfleet shall continue supporting the concept that user fees, reasonable sponsorships and other non-property tax revenues be utilized to help offset the property tax and, to the fullest extent practical, be devised to recoup the costs of supplying a particular service. The Town Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed necessary and appropriate.

BUDGET TIMETABLE: Due dates and deadlines are specified in the "Fiscal 2018 Budget and 2017 Annual Town Meeting and Annual Town Election Schedule" to be adopted by the Board.

**THE BOARD OF SELECTMEN ADOPTS THE FOLLOWING FISCAL
MANAGEMENT GOALS FOR FISCAL YEAR 2018:**

(changes from prior year are **BOLD**)

- **To work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override². Based on the Fiscal 2017 operating budget (\$16,836,716) as adjusted for permanent articles, an increase of 2 ½% in the operating budget would add \$420,918 to the budget and result in an operating budget for Fiscal 2018 of approximately \$17,257,634.**
- **To acknowledge that the Town has limited control over certain areas of the operating budget. Two areas alone consume approximately \$247,000 or nearly 60% of the targeted maximum increase in the operating budget.**
 1. **An early estimate of the assessment from the Nauset Regional School District indicates Wellfleet's assessment may increase \$130,000 (+4.77%) solely based on the fact that Wellfleet's share of students at Nauset is larger compared to the other communities in the district in past years.**
 2. **An early estimate of a 10% increase in health insurance costs adds \$117,000 to the operating budget.**
- **The Selectmen's Budget and Financial Management Policy specifies annual capital expenditures (exclusive of items financed by borrowing) of between three and seven percent of the operating budget. The Fiscal 2018 capital budget, based on the same set of operating budget assumptions, should therefore be between \$518,000 and \$1,176,000.**
- Not to authorize any new significant program without an identified financing source to pay for said program.
- Not to authorize any new full time personnel beyond current authorized levels. However, if any such new personnel are funded the positions shall be valued at a cost that includes both salary and benefits.
- **Any open positions will be evaluated and if needed, replaced with part-time or full-time employees as appropriate for the position.**
- The maximum utilization of funds from all revenue sources to fund programs.
- **Whenever possible and reasonable staff will cultivate productivity improvements that could lead to realized savings.**
- **Whenever possible and reasonable staff will investigate regional opportunities that could lead to realized savings.**

² The FY 2017 budget increased about 3.53% over FY 2016 resulting in the use of \$520,255 from free cash for budget items.

- The Town Administrator shall review regularly the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.
- **The town will gradually increase its annual Other Post Employment Benefits (“OPEB”) appropriation to achieve a level of \$400,000 by FY2018.**
- **To gradually increase the Stabilization Fund to approximate 5.0% of the annual operating budget. The Fund balance as of June 30, 2016 was approximately \$556,817. Based on policy goals the fund balance should be \$862,000. A transfer of \$75,000 annually for the next few years will be required for this goal to be reached.**
- **To maintain the Reserve Fund at an amount equal to 0.5% of the operating budget. Because the unexpended Reserve Fund balance reverts to free cash at the end of each fiscal year it must be appropriated in full each budget cycle. The estimated appropriation required to meet this goal for FY 2018 is \$86,000.**
- **To maintain a free cash balance equal to approximately 4.5% of the operating budget. The estimated free cash balance required to meet this goal for FY 2018 is \$776,500.**

Adopted:



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

III-C

III. BUSINESS

C. Approval of 2017 Annual Town Meeting and FY 2018 Budget Calendar

REQUESTED BY:	TA
DESIRED ACTION:	Approve 2017 Annual Town Meeting and FY 2018 Budget Calendar
PROPOSED MOTION:	I move that the Board of Selectmen vote to approve the 2017 Annual Town Meeting and FY 2018 Budget Calendar as printed.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

FY 2018 Annual Budget, 2017 Annual Town Meeting and Town Election Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 13, 2016	TA: Prepare draft Budget Policy Statement and draft Annual Town Meeting Calendar for submission to BOS	TA
September 27, 2016	BOS MEETING: Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS
September 28, 2016	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom
September 30, 2016	Certify Free Cash	Accountant
September 30, 2016	Estimate revenues for FY2018 based on financial analysis of previous fiscal years	Accountant
OCTOBER		
DATE	ACTION	WHO
October 4, 2016	BOS MEETING: Issue FY2018 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the BOS shall prepare and issue a policy statement relating to the budget for the ensuing Fiscal Year.')	BOS/TA/ATA
October 4, 2016	BOS MEETING: Set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	BOS/TA
October 5, 2016	Distribute budget materials to department heads	EA
October 25, 2016	BOS MEETING	BOS
October 26, 2016	FINCOM MEETING	FinCom
October 31, 2016	FINAL deadline date for BOS Budget Policy Statement and BOS/FinCom to set date for budget submission (see above Charter Sec 7-2-2)	FinCom

NOVEMBER		
DATE	ACTION	WHO
November 2, 2015	DEADLINE for submission of Operating Budget and CIP change requests to FY2018 CIP to EA	Dept Heads
November 7-11, 2016	Individual Dept Head Meetings with TA. Alert FinCom liaison to Departments of specific meeting date	TA/EA/Dept Heads/FinCom
November 15, 2016	SPECIAL TOWN MEETING MEETING	BOS/FinCom
November 16, 2016	FINCOM MEETING	FinCom
November 22, 2016	BOS MEETING: Schedule joint FinCom BIG 5 Budget Review on December 13, 2016	TA/EA
DECEMBER		
DATE	ACTION	WHO
December 1, 2016	Request Annual Reports from officers, boards & committees	EA
December 2, 2016	Submission of budget documents and budget message to BOS + FinCom. Include FY18 budget documents + message in BOS Packets	TA/ATA
December 2, 2016	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 2, 2016	Budget materials made available to public	EA
December 9, 2016	Joint BOS/FINCOM MEETING: Distribute budget packets of the Big 5 Budgets	TA/EA
December 9, 2016	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2017	EA
December 13, 2016	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 30, 2016	2016 ANNUAL REPORT SUBMISSIONS DUE	All Depts/Boards/Committees

JANUARY		
DATE	ACTION	WHO
January 8, 2017	Develop draft ATM Article Index	ATA/EA
January 8, 2017	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 9, 2017	First day to obtain nomination papers for Town Election	Clerk
January 10, 2017	BOS MEETING: Submit FY18 Regional School Budget Development Schedule to BOS with January 10, 2017 packets	TA
January 10, 2017	BOS MEETING: Submit draft ATM Article Index to BOS	ATA/EA
January 20, 2017	BOS MEETING: Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets for January 24, 2017	TA/Accountant
January 24, 2017	BOS MEETING: Review and place ATM Articles	BOS
January 25, 2017	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 27, 2017	Distribute placed Articles to Boards/Committees	EA
FEBRUARY		
DATE	ACTION	WHO
February 3, 2017	Deadline to receive proposed ATM Articles + Transfer Requests from Department Heads + Committee Chairs	Dept + Committee Heads
February 7, 2017 [tentative date - confirm with School Committee]	School Committee Meeting - Final budget review + vote to approve FY2017 regional school budget	School Committee
February 14, 2017	BOS MEETING: Review and place ATM Articles + review Elementary School, Tech School + NRSD Budget w/ FinCom at joint meeting	BOS/FinCom/School Reps
February 15, 2017	TENTATIVE - Receive approved regional school budget	NRSD Business Manager
February 22, 2017	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 23, 2017	Distribute placed Articles to Boards/Committees for recommendations	EA
February 23, 2017	FINCOM to submit final budget recommendations to TA	FinCom
February 28, 2017	BOS MEETING: Review, place and recommend ATM Articles	BOS
February 28, 2017	Deadline for petitioned articles (" Prior to March 1st " - Charter 2-4-2)	Registered Voters

MARCH		
DATE	ACTION	WHO
March 1, 2017	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 3, 2017	Submit Annual Town Report TO PRINTER	EA
March 9, 2017	Last day to obtain nomination papers for Town Election (MGL c. 53, s. 9A)	Clerk
March 10, 2017	Distribute placed Articles to Boards/Committees	EA
March 10, 2017	FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant	Board/Com Chairs + Com Secretaries
March 13, 2017	Deadline for certification to Town of NRS and Cape Tech assessments (45 days before the earliest town meeting of a member town?)	Regional School Committees
March 13, 2017	Last day to submit nomination papers to the Board of Registrars (MGL c. 53, s.7)	Clerk
March 14, 2017	BOS MEETING: Place and vote final ATM Articles	BOS
March 17, 2017	Final Review of Warrant	TA/ATA/EA
March 28, 2017	BOS MEETING: Final Article recommendations and vote on Warrant. BOS Sign Warrant (5 copies).	BOS
March 29, 2017	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 29, 2017	FINCOM MEETING	FinCom
March 30, 2017	Submit Warrant to printer	EA
March 27, 2017	Last day to file nomination papers with the Town Clerk (MGL c. 53, s. 10)	Clerk
March 29, 2017	Last day to object to or withdraw nomination papers (MGL c. 53, s. 11)	Clerk
APRIL		
DATE	ACTION	WHO
April 1, 2017	Distribute FY 2019 CIP request forms. Due May 1, 2017	EA
April 4, 2017	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk
April 10, 2017	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-3)	Printer
April 11, 2017	BOS MEETING	BOS
April 14, 2017	Finalize Article Motions	TA/ATA/EA
April 18, 2017	[Tent] Group conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS Chair
April 18-21, 2017	Create Power Point Presentation with Articles and Motions for ATM	EA
April 24, 2017	FINCOM MEETING: Special meeting immediately preceding ATM	FinCom
April 24, 2017	BOS MEETING: Special meeting immediately preceding ATM	BOS
April 24, 2017	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 25, 2017	RESERVED FOR SECOND DAY OF ATM	ALL

MAY		
DATE	ACTION	WHO
May 1, 2017	FY2019 CIP request forms due from Department Heads	EA
May 1, 2017	Annual Town Election ("First Monday after the 4th Monday in April" Charter 2-6-1)	Town Clerk
May 2-27, 2017	Prepare FY 2019 Capital Improvement Plan	TA
May 9, 2017	BOS MEETING	BOS
May 23, 2017	BOS MEETING: Submit FY2018 CIP to BOS + FinCom	EA
May 24, 2017	FINCOM MEETING	FinCom
JUNE		
DATE	ACTION	WHO
June 1, 2017	DEADLINE Charter Sec 7-5-2: 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA
June 13, 2017	BOS MEETING	BOS
June 27, 2017	BOS MEETING	BOS
June 28, 2017	FINCOM MEETING	FinCom
June 30, 2017	DEADLINE Charter Sec 7-5-2: 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom
TBD: CIP Public Hearing	Charter Sec 7-6-1: 'The FINCOM shall publish...the general summary of the CIP and a notice stating: (a) the times and places where copies of the CIP are available for inspection; (b) the date, time, and place, not less than seven days following such publication, when the Committee shall conduct a public hearing on said Plan.'	FinCom



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

III-D

III. BUSINESS

D. Call for Special Town Meeting on November 15, 2016 at 7 PM.

REQUESTED BY:	TOWN CLERK & TA
DESIRED ACTION:	Vote to call a Special Town Meeting on November 15, 2016
PROPOSED MOTION:	Move that the Board of Selectmen vote to call a Special Town Meeting for Tuesday, November 15, 2016 at 7 pm.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

III-E

III. BUSINESS

E. Call for Special Town Election on November 16, 2016.

REQUESTED BY:	TOWN CLERK & TA
DESIRED ACTION:	Vote to call STE on November 16, 2016
PROPOSED MOTION:	I move that the Board of Selectmen vote to declare a Special Town Election to be held on Wednesday, November 16, 2016 for consideration of a proposition 2 ½ ballot question.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

III-F

III. BUSINESS

C. Insert 2016 Special Town Election ballot question.

Question 1. Shall the Town of Wellfleet be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for bonds or notes issued by the Town in order to pay costs of designing, constructing originally equipping and furnishing the renovation of the existing police station and for the payment of all other costs incidental and related thereto?

REQUESTED BY:	TOWN CLERK & TA
DESIRED ACTION:	Insert 2016 STE Ballot Questions
PROPOSED MOTION:	<p>I move that the Board of Selectmen vote to, pursuant to MGL C. 59, § 21C(g), to insert the following ballot question onto the November 16, 2016 Special Town Election.</p> <p><i>Question 1. Shall the Town of Wellfleet be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for bonds or notes issued by the Town in order to pay costs of designing, constructing originally equipping and furnishing the renovation of the existing police station and for the payment of all other costs incidental and related thereto?</i></p>
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

SPECIAL TOWN ELECTION

Wednesday, November 16, 2016

The Commonwealth of Massachusetts

To either of the Constables in the Town of Wellfleet in the County of Barnstable:

GREETING:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in Town Affairs, to meet at the **WELLFLEET SENIOR CENTER, 715 OLD KING'S HIGHWAY in Wellfleet on Wednesday the 16th day of November, 2016, between twelve o'clock noon and seven o'clock p.m.**, to vote on the following questions:

Question 1. Shall the Town of Wellfleet be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for bonds or notes issued by the Town in order to pay for the design, construction, equipping and furnishing of the renovation of the existing police station and for the payment of all other costs incidental and related thereto?

SPECIAL TOWN ELECTION
September 27, 2016

And you are hereby directed to serve this Warrant by posting attested copies thereof, one in the Post Office in Wellfleet and one in the Post Office in South Wellfleet, fourteen (14) days at least before the date of said meeting.

Hereof fail not and make due return of the Warrant with your doings thereon, to the Town Clerk, at the time of the meeting aforesaid.

Given under our hands this twenty-seventh day of September, 2016.

Wellfleet Board of Selectmen

Dennis Murphy, Chair

Berta Bruinooge

Jerry Houk

Janet Reinhart

Helen Miranda Wilson

I have served the foregoing Warrant by posting attested copies thereof in the Post Office in Wellfleet and the Post Office in South Wellfleet and by delivering to the Town Administrator printed copies of the Warrant of a number not less than the number of registered voters in the Town on _____, which is at least fourteen (14) days before the date of said meeting, as within directed.

Date: _____

Constable: _____



BOARD OF SELECTMEN

AGENDA ACTION REQUEST
Tuesday, September 27, 2016

III-G

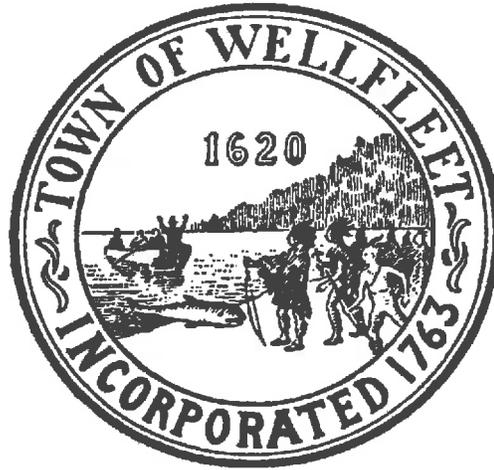
III. BUSINESS

G. Closing of the 2016 Special Town Meeting Warrant; article placement and recommendations.

REQUESTED BY:	TOWN CLERK AND TA
DESIRED ACTION:	Close the 2016 STM Warrant; place and recommend articles
PROPOSED MOTION:	<p>I move that the Board of Selectmen votes to place (unplace) and recommend (not recommend, reserve recommendation to town meeting) article #XX</p> <p><u>After last motion for the warrant articles:</u> I move that the Board of Selectmen approves and sign the 2016 November Special Meeting and Election Warrant. (or as amended)</p>
ACTION TAKEN & VOTE:	<p><u>ARTICLE 1:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p> <p><u>ARTICLE 2:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p> <p><u>ARTICLE 3:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p> <p><u>ARTICLE 4:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p> <p><u>ARTICLE 5:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p> <p><u>ARTICLE 6:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p> <p><u>ARTICLE 7:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p> <p><u>WARRANT:</u> Moved By: _____ Seconded By: _____ Yea _____ Nay _____ Abstain _____</p>

**SPECIAL TOWN MEETING
WARRANT**

TOWN OF WELFLEET



TUESDAY, NOVEMBER 15, 2016

Wellfleet Elementary School
7:00 PM

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PROPOSITION 2½ TERMS

Chapter 59, section 21C of the Massachusetts General Laws is commonly referred to as Proposition 2½ (Prop. 2½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

LEVY: The property tax levy is the revenue a Town can raise through real and personal property taxes. The property tax levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum the levy can be. The ceiling equals 2.5% of the Town's full and fair cash value.

LEVY LIMIT: The maximum the levy can be in a given year. The limit is based on the previous year's levy limit plus certain allowable increases, such as debt exclusions.

LEVY LIMIT INCREASE: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

NEW GROWTH: New construction and new parcel subdivision may also increase the Town's levy limit.

OVERRIDE: A community can permanently increase its levy limit by successfully voting at a referendum to exceed the limits. A community may take this action as long as it is below the levy ceiling.

DEBT EXCLUSION: This type of override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the Town's levy limit is increased only for the amount voted at the referendum for the life of that debt only. The levy limit increase may exceed the Town's levy ceiling.

CAPITAL OUTLAY EXPENDITURES EXCLUSION: This type of override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken.

CONTINGENT VOTES: Chapter 59, section 21C (m) permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (OVERRIDE/DEBT EXCLUSION). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen, it must take place within forty-five days of the Town Meeting vote.

TOWN MEETING PROCEDURES

A quorum of 6% of the Town's registered voters must be present in order to conduct business. (Charter: Sect. 2-1-3)

Voters are identified by voter cards, issued when they check in with the registrars at the beginning of the meeting.

Only voters may participate in voice votes. In case of a counted vote, voters will be identified by their voter cards.

Non-voters who have been admitted to the meeting must sit in the section designated for them. Non-voters who may wish to speak must identify themselves, and may address the meeting only by permission of the Moderator. (Charter: Sect. 2-1-2).

No voter will be allowed to speak until recognized by the Moderator.

Voters may only speak twice to any motion or amendment unless authorized by the Moderator. The provisions of this clause shall not apply to a) the person making the motion under an Article, and b) those persons required to be in attendance under the provisions of Charter Section 2-7-5. (Charter: Sect. 2-7-8).

All motions, including all amendments, must be in writing and be legible. Exceptions for very simple motions or amendments are at the discretion of the Moderator. (General Bylaws: Sect. II-2)

The order of consideration of the Articles as printed in the Warrant may be changed only by a two-thirds vote. (Charter: Sect. 2-7-4)

Some other common motions which require more than a simple majority to pass:

Zoning Bylaws	2/3 majority
To incur debt	2/3 majority
To transfer or sell Town land	2/3 majority
To approve charter amendments	2/3 majority
Transfer funds to or from a stabilization fund	2/3 majority
To pay unpaid bills of a prior fiscal year	4/5 majority at an Annual Town Meeting 9/10 majority at a Special Town Meeting

A motion to reconsider must be made at the same session as the vote it seeks to reconsider. It can only be made after some intervening business, and must be made within one hour of the vote to be reconsidered. It is debatable to the same extent as the motion it seeks to reconsider, and it requires a majority vote. (Charter: Sect. 2-7-9)

SPECIAL TOWN MEETING WARRANT

Tuesday, November 15, 2016
The Commonwealth of Massachusetts

To either of the Constables in the Town of Wellfleet in the County of Barnstable:

GREETING:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wellfleet qualified to vote in town affairs, to meet in the **WELLFLEET ELEMENTARY SCHOOL, 100 LAWRENCE ROAD in Wellfleet on the 15th day of November, 2016, at seven o'clock in the evening**, then and there to vote upon the following Articles:

ARTICLE 1: To see if the Town will vote to appropriate a sum of money to pay costs of designing, constructing, originally equipping and furnishing the renovation of the existing police station, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen be and hereby is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided, however that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts necessary to pay debt service on any bonds or notes issued pursuant to this vote from the limits of Chapter 59, Section 21C of the General Laws (Proposition 2 ½).

Board of Selectmen: recommends

Finance Committee: recommendation reserved to Town Meeting

SUMMARY: This article is the final phase (3 of 3) for the renovation of the police station project. The Wellfleet Police Station was originally constructed in 1983 as a combined police and fire facility. The Police Department took over the entire building when the Fire Department moved into their new facility in 2009, however, most of the space previously used as the fire station is now being used for storage. While the building, at 10,680 SF, is large enough to house the Police Department, it is not efficiently organized to support police operations, and the building itself is in need of repair.

ARTICLE 2: To see if the Town will vote, pursuant to G. L. c. 44B, to appropriate from the Community Preservation Fund the Community Housing budgeted reserves or fund balance the sum of \$57,000 to contribute to the cost of, and thereby support, for the Housing Rental Assistance Program.

Board of Selectmen:

Finance Committee: recommends 7-0

Community Preservation Committee: recommends 8-0

Housing Authority: recommends 5-0

SUMMARY: Using existing housing in Wellfleet, the program will continue to serve the community need for affordable rentals. The program provides subsidies to landlords to bring rental rates down to affordable levels for income qualified applicants. Applicants are expected to pay 30% of their income toward the rent, and the subsidy makes up the

difference. Funding now available for the program is expected to run out in December or January without additional CPA money.

ARTICLE 3: To see if the Town will vote to transfer from the Beach Fund the sum of \$9,600, or any other sum, for the purpose of funding a survey of the ocean beach landings, Newcomb Hollow, Cahoon Hollow, White Crest and Maguire Landing at LeCount Hollow and costs related thereto.

Board of Selectmen:

Finance Committee: recommends 7-0

SUMMARY: A survey of the ocean beach landings has not been done for at least the last 25 years and it is necessary so that we can know exactly what our boundaries are as we plan for and compensate for annual erosion and loss of parking.

ARTICLE 4: To see if the Town will vote to adopt M.G.L. Chapter 41, section 110A. Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the City charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.

Board of Selectmen:

Finance Committee: recommendation reserved to Town Meeting

SUMMARY: MGL Chapter 4, Section 9 provides that when the day or the last day for the performance of any act, including the making of any payment or tender of payment, authorized or required by statute or by contract, falls on Sunday or a legal holiday, the act may, unless it is specifically authorized or required to be performed on Sunday or on a legal holiday, be performed on the next succeeding business day. MGL Chapter 51 Section 31 provides that if the final day for registration of voters falls on Sunday or on a holiday, the preceding day shall be the final day for such registration.

Acceptance of this will essentially authorizes all public offices in the Town to remain closed for all Saturdays and to treat Saturdays as a legal holiday for the purposes of calculating the time frame for filing matters in the Town. Most specifically for the deadline for voter registration for an annual or special election or town meeting where the 10th or 20th day prior falls on a Saturday the voter registration deadline would be held on the previous Friday. The law requires the Office of the Town Clerk to be open from 9am to 8pm on voter registration deadline dates.

ARTICLE 5: To see if the Town will vote to rescind the following borrowing authorization previously approved by Town Meeting:

2016 Annual Town Meeting Article 27: \$95,000 for plans for the extension of the water supply system on Briar Lane.

Board of Selectmen:

Finance Committee: recommends 4-3.

Board of Water Commissioners:

SUMMARY: The new OCHS CEO, Patricia Nadle, stated in a memo to the BOS dated August 23, 2016, that "...we suggest that the municipal water request made by OCHS should be withdrawn or put on hold at this time while OCHS further evaluates the future of this location."

ARTICLE 6: To see if the Town will vote to raise and appropriate, the sum of \$6,000, or any other sum, for the purpose of funding the planning, development and implementation of an update to the Local Comprehensive Plan and costs related thereto.

Board of Selectmen:

Finance Committee: recommendation reserved to Town Meeting

SUMMARY: The Town is required to update its Local Comprehensive Plan (LCP). The last update was completed in 2008. A Local Comprehensive Planning Committee has been appointed by the Board of Selectmen and has begun efforts to update the LCP. The LCP involves all aspects of municipal government.

ARTICLE 7: To see if the Town will vote to authorize the Board of Selectmen to: (i) enter into one or more net metering credit purchase agreements with one or more owners of renewable energy facilities for terms of up to 30 years; and (ii) take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer the net metering credit purchase agreements, all of which agreements and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deems in the best interests of the Town, or do or act anything thereon.

Board of Selectmen:

Finance Committee: recommendation reserved to Town Meeting

SUMMARY: The town is currently soliciting offers from solar energy producers and hopes to be able to present a more specific proposal within the scope of this article at town meeting. Contracts for the purchase of net metering credits are used to reduce the Town's electricity costs. With certain exceptions, town meeting must vote to authorize the selectmen to enter into contracts for terms longer than longer than three years.

ARTICLE 8: To hear reports of the Selectmen, Town Officers-and all other Committees and to act thereon, or do or act anything thereon.

Board of Selectmen:

ARTICLE 9: To act on any other business that may legally come before the meeting.

Board of Selectmen:

SUMMARY: Moderator's appointments are made under this article.

SPECIAL TOWN MEETING WARRANT
October 4, 2016

And you are hereby directed to serve this Warrant by posting attested copies thereof, one in the Post Office in Wellfleet and one in the Post Office in South Wellfleet, fourteen (14) days at least before the date of said meeting.

Hereof fail not and make due return of the Warrant with your doings thereon, to the Town Clerk, at the time of the meeting aforesaid.

Given under our hands this fourth day of October, 2016.

Wellfleet Board of Selectmen

Dennis Murphy, Chair

Berta Bruinooge, Vice Chair

Jerry Houk

Janet Reinhart, Clerk

Helen Miranda Wilson

I have served the foregoing Warrant by posting attested copies thereof in the Post Office in Wellfleet and the Post Office in South Wellfleet and by delivering to the Town Administrator printed copies of the Warrant of a number not less than the number of registered voters in the Town on _____, which is at least fourteen (14) days before the date of said meeting, as within directed.

Date: _____

Constable: _____



TOWN OF WELLFLEET

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

To: Board of Selectmen
From: Dan Hoort, Town Administrator
Subject: Special Town Meeting Warrant
Date: September 30, 2016

Dear Selectmen,

In your packet you will find the proposed warrant for the November 15, 2016 Special Town Meeting.

Article 1 – Police Station Renovation

The RFP is out at this time. It is the intention of the Police Station Building Project Committee to request placement on your October 25th meeting to update you on the project. Bids will have been opened and we expect to have the costs for the project.

Town Administrator recommendation: Placement of this article.

Article 2 – CPC Grant for Housing Assistance

Recommended by both the CPC and the Housing Authority this article will replenish funds available for our housing rental assistance program. Without these funds the program will run out of funds in December or January.

Town Administrator recommendation: Placement of this article. Housing is such an issue that we can't afford to let funding for this program expire.

Article 3 – Funding for Survey of Beach parking lots

This transfer from the beach fund will allow us to survey our beach parking lots and will assist us in working to expand the White Crest Beach Parking Lot.

Town Administrator recommendation: Placement of this article. This is part of the process to expand beach parking.

Article 4 – Allowance to Close a Town Office on Saturday

The article was requested by our Town Clerk. If a Town office were required by law to be open on a Saturday this would allow us to remain closed on that Saturday. An example of this happens this year when the town meeting voter registration deadline falls on a Saturday. The Town Clerk's office will be required to be open from 9am to 8pm on Saturday, November 5th. If Town Meeting had already accepted this provision of Massachusetts General Law the deadline would fall on the preceding Friday and the Town Clerk's office would be open until 8pm on Friday, November 4th.

Town Administrator recommendation: Placement of this article.

Article 5 – Rescind Borrowing Authority for Water Expansion Design/Plans to Outer Cape Health Services.

This article was requested by the Finance Committee and would rescind the borrowing authority approved under article 27 at the April 2016 Annual Town Meeting to expand our water system to Outer Cape Health Services (OCHS).

Town Administrator recommendation: I do not recommend placement of this article, I believe this action would be premature. I would prefer to be certain that the water issues for OCHS are permanently resolved before we rescind this article. Allowing this authorization to remain in place for a period of time has no adverse impact on the Town or the Town's finances.

ARTICLE 6: Funding for the planning, development and implementation of an update to the Local Comprehensive Plan.

Town Administrator recommendation: Placement of this article.

ARTICLE 7: Net metering credit purchase agreement

Town Administrator recommendation: At this time I recommend placement of this article. I believe we need to be receptive to ideas that will lower our energy costs. Approval of this article does not mean we are immediately signing a contract, instead it gives the Selectmen the authorization to enter into a contract if it is advantageous to the Town.