

Board of Selectmen

Fuel Efficient Vehicle Policy

Adopted August 5, 2014 as Policy 2014-2

DEFINITIONS

Combined city and highway MPG (EPA Combined fuel economy): Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 Percent highway miles and is calculated as follows:

$$=1/((0.43/City\ MPG)+(0.57/highway\ MPG))$$

Drive System: The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: 4 -wheel drive automatically controlled by the vehicle power train system
- 4WD = 4-Wheel Drive: driver selectable 4-wheel drive with 2-wheel drive option
- 2WD = 2-Wheel Drive

Heavy-duty vehicle: A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pound

POLICY STATEMENT

In an effort to reduce the Town of Wellfleet's fuel consumption and energy costs the Board of Selectmen hereby adopts a policy to purchase only fuel efficient vehicles to meet this goal.

PURPOSE

To establish a requirement that the Town of Wellfleet purchase only fuel efficient vehicles for municipal/school use whenever such vehicles are commercially available and practicable.

APPLICABILITY

This policy applies to all divisions and departments of the Town of Wellfleet.

GUIDELINES

All departments/divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town of Wellfleet will maintain an annual vehicle inventory for ALL vehicles and a plan for replacing any non-exempt vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division.

It is the responsibility of the Town of Wellfleet to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

Exemptions

- Heavy-duty vehicles: examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle
- Police cruisers, passenger vans and cargo vans are exempt from this criterion since fuel efficient models are not currently available. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

Inventory

The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis and provided to the Green Communities Division:

Function	Drive System	Model Year	Make	Model	VIN	Price	GVW	MPG Rating	Exempt

NOTE: Departments/Divisions may use EPA combined MPG estimates or actual combined MPG.

FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.

The Town of Wellfleet will review on an annual basis the Vehicle Inventory, along with the Green Communities Criterion 4 Guidance, to plan for new acquisitions as part of planning for the new fiscal year budget.

QUESTIONS / ENFORCEMENT

All other inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This policy is enforced by the Town Administrator and/or his/her designee.

BOARD OF SELECTMEN

Policy on Grants

Original Date: February 22, 2011

Revised Date: April 19, 2011

2011-2

Overview

With decreasing revenue and increased fixed costs, grant revenues can be an important part of the Town's overall resource stream, especially in funding capital improvements. Actively seeking out grant revenue that assist in achieving identified Town goals and objectives should play a role in the town's overall financial strategy.

Purpose

The purpose of the policy is to set forth an overall framework for guiding the Town's use and management of grant resources.

Goals

1. Evaluate costs and benefits of specific grant programs, including staffing, space, and supplies, that will be required, calculates and presents, in writing, total project costs [The definition of total project costs will include the cost of applying and administering, and sustaining personnel, maintenance and administrative costs after the grant funding has been exhausted].
2. Aside from entitlement grants, the Town should focus on grants needed for capital improvements. This approach will allow the town to compete for projects it might otherwise not be able to afford, while maintaining independence should grant sources diminish in future years.
3. Grants should not be sought for operating purposes, or to fund new staff, programs, or services, without a clear plan for sustainability at the end of the funding period.
4. The Town should proceed cautiously, and not pursue grants that fund "pilot" operating programs, or short-term staffing enhancements for existing programs. Taking on these grants for program expansion could aggravate the Town's fiscal position once the funding is no longer available.
5. The town should only seek grant funding when sufficient staff time is available to effectively administer the program, or when these services can be built into the grant.
6. Departments are responsible for identifying the need for, or potential sources of grant funding, and for developing all the program concepts and cost estimates. These opportunities should be evaluated thoroughly by the administration, prior to discussion by the BOS, and any public discussion should include the TA's recommendation.

Roles & Responsibilities

Town Administrator & Assistant Town Administrator

1. Evaluates the need for project and the application with the Department Head and approves/denies application.
2. Authorizes any commitment of in-kind funding or town match funding, this includes any addition of new staffing.
3. Final approval of ANY grant application will be with the TA. The TA will not approve a grant application that:
 - a. Adds staffing or commits the town to staffing or program expenses beyond the funding period;
 - b. Has a goal or purpose that is inconsistent with current town plans or policies;
 - c. In which necessary matching funds or in-kind contributions are not already available, or are not clearly identified and committed.

Town Treasurer

1. Provides bank account numbers and DUNS numbers for applications;
2. Coordinates financial issues with the Town Accountant and TA.
3. Receives grant funds and executes related contract documents when delegated to do so by the TA;
4. Notifies the Department head when monies are received.(new #4)

Town Accountant

1. Provides technical assistance to the department in preparing budgets for grant applications, submitting reports, and maintaining required financial records;
2. Coordinates preparation of audits;
3. Develops, recommends, and maintains grant management processes;

Department Head

1. Evaluates costs and benefits of specific grant programs, including staffing, space, and supplies, that will be required, and calculates total project costs;
2. Evaluates any potential impact on other departments, and makes recommendations regarding the amount or percentage of indirect costs to be recovered;
3. Discusses the completed proposal with the Town Administration and obtains approval by the Town Administrator prior to submission;
4. Submits grant once signed by the TA;
5. Distributes documents to the Town Accountant and copies to the Town Treasurer.(#5)
6. Maintains compliance with all audit procedures and necessary financial and program reporting, and provides other departments with any necessary documentation, and;
7. Completes all closing paperwork and reports unless otherwise directed by Administration.