



MEMORANDUM

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To: Selectboard
From: Richard J. Waldo, Town Administrator
Cc: Rebekah Eldridge, Executive Assistant to Town Administrator
Subject: Department Update Report for the January 17, 2023 Select Board Meeting
Date: January 10, 2023

Administration

- Members of the Dredging Task Force joined staff and others to have a high level discussion with the Army Corp of Engineers on dredging Area II of the Harbor. The team will work through the options available to them and bring forward to stakeholders of the group.
- The administrative team works to finalize a draft of the FY24 budget with the understanding that some areas such as the schools budget will not be known for a few more weeks. The first round of meetings with the finance committee is scheduled for January 17 – 19th.
- The Town Administrator and Assistant Town Administrator will be attending this years annual MMA conference from January 19 – 21st.
- Maurice's Campground Operations RFP was released on 12/28. Bid opening is 2/8.
- Our new HR Director, Christine Ezersky started on 1/9. New positions remain open for: Town Accountant, Assistant Town Accountant, Principal Clerk, and Assistant Harbor Master.
- Grant reporting was completed by 12/31 for DLTA and Mass Works.

Assessing

- The Board of Assessors met on December 9, 16 and January 5 to vote on FY2023 abatement applications. 23 real estate and 21 personal property abatements were granted.
- Motor vehicle excise tax 6th commitment will issue January 11 with a due date of February 12.
- Boat excise tax bills were due December 30. Demands will issue January 17.
- Data collector Jennifer Kane is actively performing building permit and cyclical inspections in the field.

Building

- Review Building Permit Applications, Issue Permits, Issue Certificates of Occupancy, Issue Certificates of Completion, Annual Inspections, Issue Certificate of Inspections, building site

inspections, Respond to Complaints, Office Hours 8:00 – 10:30 a.m., (or by appointment) to address Building Code and Zoning questions with applicants and the public.

- Responding to written complaint letter concerning 70 Main Street, regarding (7) alleged Town of Wellfleet Zoning Bylaw Violations from an abutter to 70 Main Street property.
- Reviewing 2023 Business License applications.
- Posted the existing structure located at 49 Chequessett Neck Road as “Unsafe”, on December 22, 2022 at 3:30 p.m. Owner to provide initial plan with timelines for demolition or renovation of structure to Town of Wellfleet Building Department within 30 days of posting.

Collector

- Of the \$11,531,428.98 committed for the first half of fiscal 2023, 99% has been collected.
- The last of motor vehicle excise tax bills from the registry have been released and will be going out on the 11th of January, due the 10th of February.
- The first motor vehicle commitment of 2023 will be issued shortly, with bills to follow. This is the largest commitment of the motor vehicle year and a scanline will be added to the bill for processing in Boston to help streamline the collection process.
- Final Notice Prior to Tax Taking letters from our tax attorneys have gone out to delinquent tax payers for fiscal years 2018, 2019, and 2020.

Community Services

Council on Aging / Adult Community Center

- 12/15/22 – met with Patrick Otten and Suzannah Nickerson on the beach trash art boxes for next summer. One will be at Newcomb Hollow and the second at Mayo Beach. At the end of the season, we will assess the success or lack thereof of the emplacement
- Ukelele lessons on Wednesdays at 12:30 continue to be very popular
- In an effort to help people stay healthy, exercise programs are now free to Wellfleet residents.

Beach Program

- The Beach sticker photo contest closed on 12/15/2022. 21 artists submitted their work for consideration. All the photos were evaluated by the Art program committee at the COA and six finalists were selected. I am currently working with the six photos to determine which of these lend themselves best to being the background of the Resident sticker, Combination Stickers and Visitor stickers. For the first time, there was a theme for the pictures and that was Shellfishing.
- The Art Committee in conjunction with the Wellfleet Historic District committee will hold an art opening in April at the Adult Community Center that features this year’s selected artists as well as artists from previous years.
- The canoe/kayak/SUP Board lottery closed at the end of the day on January 1, 2023. It was opened on April 1, 2022. All the entries will be sorted by location, checked for eligibility

and entered into a lottery for the available spaces. Lottery results will be released during the first week of February.

Harbormaster

- No update

Health/Conservation

- We are continuing to distribute covid antigen test kits to residents and employees of local businesses. We finally got rid of our existing stock and then acquired several more cases to distribute from the State. Since I submitted my previous bullets, we have had 12 cases identified in the state reporting database (PCR Only). The County is currently in the high-risk category, and we are seeing more people reverting to mask use.
- We have received training on our online inspectional software as it was recently updated and are working with the consultant to schedule field inspectional work. The consultant is also willing to work with our fishermen interested in temporary food service events to provide a training specific to shellfish. This is an exciting opportunity because of her scope of knowledge and excitement about such events.
- Slowly working on a new initiative for food insecurity that involves a community fridge. This model has been successful throughout the commonwealth. It is a bit costly so we are in search of a grant to assist us in moving ahead. We met with the extension to review and discuss this proposal and see if they could offer any assistance.
- Progress is being made on our septic and well viewer. Arozana Tesson has been coming in the afternoons to update the programming and we expect it to complete in the next few weeks. We have had some IT difficulties getting things up and running as the computer in our office is quite old and the screen quite small. We have been working with IT who serves both Truro and Wellfleet to remedy the situation.
- Full submission for the APRA grant with our regional partners was submitted on December 22. The application includes the multidisciplinary team to support health, public health screenings, and a joint asset mapping and facilitation of programming and services being offered on the outer cape. We are hopeful that we will receive full funding for this project as the needs are large. It was a heavy lift getting this application together and submitted.
- We continued work on the regional CZM Resiliency Grant on shoreline management and the Community Best Practices Grant. We met and reviewed a scope of work and budget for Urban Harbors Institute to continue regional departmental work.
- Sent formal correspondence to MA DEP at their request to review design and installation issues with provisional use enhanced I/A technologies.
- Had another meeting with Barnstable County MASSTEC staff to review their EPA grant for RME work and to see how Wellfleet wants to partner and participate. We will be working collaboratively over the coming months and years and a formal MOU will be forthcoming.
- Letter of Intent for a UFWS fish passage grant for upper herring river culverts has been submitted.

- Met with the OCCS team and Police Chief to discuss Opioid settlement ideas and heard from a broad range of community partners on the work they do and the work that is needed in our communities. The hope is to pool the money on the outer cape to provide the best use of the funding we can and to support existing programs or organizations already in place.

Fire

- Paramedic Bill Blake and EMT Ryan Hickey are in their final weeks of classes at the Massachusetts State Firefighting Academy in Bridgewater. This is to certify both as full-time firefighters (Firefighter I/II) in accordance with National Fire Protection Association and Commonwealth of Massachusetts fire training requirements. Both will graduate on January 20th, 2023
- Work continues on preparing Ladder 93 for its refurbishment by Greenwood Emergency Vehicles, North Attleborough, MA and it should be delivered to the dealer the week of January 23rd, It is anticipated that it will take approximately 90-120 days for this refurbishment project.
- Our extremely capable Administrative Assistant Theresa Townsend has been successful in obtaining over \$219,000.00 from the Federal Emergency Management Agency, Staffing for Adequate Fire and Emergency Response (SAFER) grant program.
- We have been notified by the Massachusetts Department of Fire Services that we have been awarded a grant in the amount of \$12,274.00 for new firefighter safety equipment. This will allow us to purchase replacement cold water immersion (dry) suits and related ice rescue equipment.

Library

- We have slowly been adding to our "Library of Things." This includes full place settings (in partnership with the Wellfleet Recycling Committee) as well as so many other amazing "things" that people may need. They include a telescope, sewing machine, yarn swift, knitting needles, portable projector and screen, gardening implements and more. We have not received/cataloged all of our items yet, and we are still brainstorming what else we are going to add, but you can watch for the exciting additions on our home page, under the "Library of Things" icon towards the bottom – url here: <https://www.wellfleetlibrary.org/library-of-things>
Thank you to the Friends of the Library for supplying some of our items.
- Given the increase in bad storms over the past few years, we thought it was time we held an Emergency Preparedness Workshop. Please join us on Sunday, January 22 at 3:00 PM where Chip Reilly, an Emergency Preparedness Specialist with Barnstable County will take us through such important items as, how to build an emergency kit, emergency preparedness for persons with disabilities or access/functional needs, safety tips for sheltering in place, how to support your neighbors before, during, and after a storm. Older adults and caregivers are encouraged to attend. This is important for everyone living in a coastal community such as ours.
- The Friends of the Library are bringing back their popular music series in January and February! On many Saturdays at 3:00 PM, you can hear free music at the library to brighten up your winter months. On January 22, Julie Charland & Denya LeVine will be

performing. On January 28th, The Kareem Sanjaghi band will be back at the library. Several more bands will play in February. Check our website for the latest.

- If you do not already receive our electronic newsletter (Our "Mermaid Memo") please sign up on our homepage at wellfleetlibrary.org. It's the best way you can learn about all the amazing programming we have coming up! We also have a Facebook page and are on Instagram at @WellfleetPublicLibrary - give us a follow!
- The library will be closed on Tuesday, January 24th for training. After many years, CLAMS has contracted with a new software vendor for our Integrated Library System (ILS). This is the software we use to set up patron records, check in/out materials, catalog materials, and rely on for all of our workflows. CLAMS is holding a training session all day on the 24th with the vendor reps and it's crucial that the entire staff attend. It's the only way we can ensure we will give stellar service to everyone as we migrate to the new system.

Police

- The department is in the final stages (background check) of filling the final vacant police officer position that has been open since July 1st. The potential candidate will come to the department academy trained and will have finished his master's degree program in criminal justice. The candidate lives in a seaside community on the north shore and is looking to relocate to cape cod. The department is excited to have a candidate interested to work in our community and should have an official appointment letter ready by next month.
- The department, along with Wellfleet Fire, Eastham Police and Eastham Fire hosted a movie with Santa at the Wellfleet Cinema on Saturday December 17th. After a two year hiatus due to Covid, the event was a huge success with approximately 125 excited kids who came to tell Santa what they wanted for Christmas then enjoyed a movie with their family. Thank you to all involved who made the day huge success.
- I (Chief Hurley) attended the first Opioid Use Resource Group for the Outer cape that involved many different groups (town health agents, public safety, support groups, medical professional, etc..) affected in this area. The group was formed as a result of the Opioid Settlement monies that were awarded to the outer cape communities and how to best use those funds to combat the continuing drug epidemic. The intent is for the group to develop goals and objectives that health agents can bring back to their respective communities.

Public Works

- DPW Administration
 - a. Finalizing the OPR (Owners Project Representative) contract for the Herring River Restoration project. Attended a progress meeting with MIG (contractor) on 1/9/23
 - b. Director Norton and Assistant Director Morris met with USDA/NRCS grant representatives at Lt. Island Road to discuss the stormwater management/road improvement project to move the design along.
 - c. Awaiting grant agency review of engineering proposals for Keller's Corner and Power's Landing stormwater improvement projects.

- d. Selected a consultant to assist with the Briar Lane/Ryder Court culvert reconstruction project. We will be entering a contract for initial design and permitting services to improve the culverts that are currently in disrepair.
- e. Initial easement appraisals are wrapping up for Main Street properties as part of the Rt 6/Main street intersection project. We look forward to seeing the reports so we can begin discussions with the affected property owners.
- f. Director Norton and Administrative Assistant Leidenfrost met with Administrator Waldo and Accountant Sprague to review the FY 2024 DPW Operating Budget.
- Facilities/Grounds
 - a. Finished the restoration of Long Pond with upgraded walkways, fences and replaced the stairs to the beach/pond. Kudos to Foreman Williams and his crew for a great job
 - b. Cleaning up the cemeteries around Town, managing leaves/trees etc.
 - c. Set up the 1/10/23 elections at the ACC
- Highway
 - a. Restored Keller's Corner with 1,000 +/- CY of beach nourishment. Kudos to Foreman Russell and his crew for a great job
 - b. We continue to haul material from the pit to the transfer station. This is to prepare for the Herring River Low Lying Roads project that is anticipated to commence in late 2023.
- Transfer Station
 - a. Foreman Cicale with the help of Americorps conducted a waste audit at the transfer station. The full report and drone footage can be found on the Transfer Station website. <https://www.wellfleet-ma.gov/transfer-station-recycling-center/pages/18-waste-audit-2022>. Kudos to Mike and crew for taking the time out of their busy days to perform this task and also to Stephen SetteDucati for capturing it with his drone!

Recreation

- Recreation basketball season is in full swing with teams from grades K-6 practicing. Games for grades 3-6 begin this week, a complete game schedule is posted on the Town website.
- The New Year's Day free community ice skating session was a success with over 100 skaters participating.
- Open gym basketball for high school age through adult has begun at the Elementary School gym, this popular program has over 25 attendees per week.
- The Department is working with the WPD and local teens to develop after school and weekend activities for this often overlooked age group. A meeting to establish a teen advisory board is scheduled for this week.

- Extensive after school and weekend programming in arts and crafts, pickleball and futsal (indoor soccer) and more are scheduled to begin at the end of the month.
- Extensive planning is underway for the Billingsgate Basketball Tournament which will be held in March.
- Planning has already begun for the Summer Recreation Programs for 2023.

Shellfish Department

- No Update

Town Clerk

- Finalizing vote by mail, and organizing for the January 10, 2023, dual district and special town election.
- Have begun receiving back Census forms that were mailed to all year-round households.
- Have begun processing dog licenses.
- Continue to work on organization within the department, including having Kings information systems back to Town, sometime in the next few months to audit those buildings that were not done last October.