



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 9, 2024 Select Board Meeting
Date: January 2, 2024

Administration

- FY25 Operating Budgets have been submitted to the Administration, we will review them with Department Heads during the week of January 8-12th. The first budget meeting with FinCom will take place the following week.
- The administration will be working on the first draft of the Annual Town Warrant with expectation to bring forward to the Selectboard in the first meeting in February.
- Maurice's Campground RFP: Technical Proposals have been opened. Committee is meeting to determine date to meet and discuss/evaluate technical proposals, which per the RFP's tentative schedule should happen around January 15.
- Other Procurement: Assisting the PD Chief in procuring tasers as well as in renewing SAM.gov registration in order to access public safety grants. That work should continue into the next couple of weeks
- Payroll/Accruals: Working with Christine Ezersky/Jared Aponte/Frank Destino/Harper's Payroll on moving accruals to their system. Will reach out to Harper's this week to better understand what information they will need with the hopes of providing that to them in the coming weeks
- Former Camp Wellfleet: Received communications from Army Corps in regards to work they are planning in the former Camp Wellfleet. The Town owns a parcel of land within the zone of the work they are looking to do (implementation of controls to minimize exposure to explosive hazards), so per their rules they are required to engage with the Town and get buy-in their work
- Municipal WiFi Beach Grant: Continue to work with the Cable Advisory Committee to bring broadband to the outer beaches.
- OpenGov: Various departments are (or will be) ready to go live for testing soon. Building Department is lagging, will be working with Dari/Angelo in the upcoming weeks to see what we can do to bring them up to speed.

Building

- We continue to work on Open Gov online permitting.

- Organizing the office, processing permit applications more timely.
- Working on catching up on annual inspections.

Community Services

Council on Aging

- At long last, we have filled the new position of Custodian/Driver for the COA. His name is Roger Boucher and he lives in Wellfleet. Roger started on December 14th and immediately got to work. He is scheduled for classes from the CCRTA required to be a driver of one of their vehicles and also for CPR, First Aid and Stop the Bleed.
- December's Veterans' Café was cancelled due to COVID (on their end) but we will continue with the monthly Cafes which are offered by the Veterans Outreach Center in Hyannis and open to all Veterans in Wellfleet and in surrounding towns in January.
- 40 people enjoyed a festive Christmas luncheon that was preceded by a concert by the Wellfleet Elementary School 5th and 6th grade chorus on December 21st.
- The former Seababies space next door to the kitchen has been converted into a small meeting room for smaller groups. There is a flatscreen smart TV, paid for by the COA Gift Account and a brand new rug paid for by the Friends of the Council on Aging. It's now being used by the Men's Group and for Monday Movies. Check our newsletter for details. www.wellfleetcoa.org

Social and Human Services

- There are 37 children, aged one month to five years, currently enrolled in the Voucher system.
- There are 15 agencies providing direct services to Wellfleet residents receiving grant funding from the SHS budget.
- The Navigator program, through Outer Cape Health Services, provides case management to those residents of Wellfleet with great needs and multiple challenges.

Beaches

- On December 11th, I attended a working lunch sponsored by TownHall247 which provides the software for Beach Stickers, Transfer Stickers, Shellfish Permits and Recreation registration and enrollment. Several new options were demonstrated and explained, one of which is the option to print our own stickers, rather than outsource the printing. License plate numbers and expiration dates could be printed directly onto the stickers, eliminating the need for human beings to enter that information with Sharpies. More and more people now know (thank you Google) that they can remove the numbers written with Sharpies by using hand sanitizer and then they can re-write them with their own plate numbers. I have asked for a quote for the material and for new printers and will be bringing that information to the budget process.

Conservation Department

- Ongoing education and professional development for the staff

- Collaboration with the Health Staff to make the Department more efficient.
- Consistent business meetings and public hearings with positive outcomes
- Networking and fostering professional relationships with the Agents in Eastham, Truro, and Provincetown as well as participating in regional meetings.
- Meeting with representatives from the Open Space Committee to develop procedures for receiving information and upkeep of properties in the care of the Conservation Commission
- Continuing communications with representatives from shellfishing community to discuss appropriate access to stock while protecting the marsh.
- Working with the Commission to complete the bylaw and regulations update that had begun in previous years.
- Participating in Herring River Technical Team meetings
- Working on getting OpenGov launch

Harbormaster

- No Update

Health

- Preparing FY 2025 budget.
- Continuing to review and test forms on Open.gov for Health Department
 - Goal to launch in three to four weeks.
- Working with staff to create a landing page on the town website that will answer common questions the public may have regarding our 208 Water Shed Plan and changes in State regulations regarding Title 5.
- Providing Open.gov assistance to Building admin staff.
- Ongoing collaboration with OCCS and OC Health Agents
 - For example: Winter Wednesdays activities
- Working with BOH on:
 - Update of regulations as soon as 208 Water Shed Plan is approved by the State DEP.
 - Organizing BOH field trip to MASSTC 1/11/23
 - End of year BOH Report
- Ongoing work to reduce back log of permit applications and SSIR reports.

Human Resources

- Development and implementation of Position Vacancy Form for Recruitment and Selection Process.
- Working on Health, Dental, Vision and Life reconciliation with Jared

Fire

- Full-time EMT Rob Czujak has successfully completed all the necessary requirements and certifications to work as a paramedic in the Commonwealth of Massachusetts. This effort included almost two (2) years of classroom study, practical/hands on training, hospital observation time, field training time, successfully completing State and National testing requirements and finally receiving his authorization to practice by Cape & Islands Emergency Medical Services. We anticipate that Rob will be enrolled at the Massachusetts Firefighting Academy, Bridgewater campus in February. Congratulations Rob and thank you for your dedication!
- Firefighter/EMT Ryan Komich is in his fifth week at the Massachusetts Firefighting Academy, Bridgewater campus working towards his Firefighter 1/11 certifications. Ryan has already received one (1) commendation from the Academy staff for his teamwork in assisting a fellow recruit through his daily physical training evolutions.
- We have an update on our 2005 Seagrave 75' aerial ladder/quint truck from Greenwood Emergency Vehicles. During the required aerial certification test one of the jack stabilizers was found to be faulty and it has been determined that this component needs to be replaced. A new jack stabilizer has been ordered and is scheduled for delivery around the middle of February, once that part is received Greenwood will expedite the repair of this truck.
- Deputy Chief Cappello is working in concert with both the Building and Health Departments on a couple of issues relating to fire, safety and health with respect to two (2) different occupancies/buildings in town. The cooperation and working relationship between the Fire, Building and Health Departments continues to be excellent.
- The new year will start with the complete review and updating of all of the Department's inventory in terms of apparatus, individual tools, equipment, building supplies, etc. This is done annually and provides a comprehensive report of the Department's assets.
- Lt. Justin Kinshaw is in the process of gearing up for community CPR and Stop the Bleed classes as we look forward to the Spring and Summer seasons. Several classes are offered, upon request, to businesses, Town employees/staff and the community at large.

Library

- The first ever Wellfleet Fiber Artists Show will be hung in our meeting room this December. We are thrilled with the creative variety of entries from Wellfleet artists. The Trustees are hosting a special reception from 5-7 pm on Friday, December 8th.
- CLAMS has found a new app! The app we had before we migrated to our new system did not work accurately with the new system. CLAMS found one that did and it just went live. Search for "CLAMS Library Network App" in your App Store of choice and download it. You will need to input your library card number and pin, but from there, you can manage your entire account (physical as well as digital items).

- Favorite Poems returns to the Library! Launched in 1999 by then poet laureate, Robert Pinsky, this experience allows community members of all ages to come together and read poems written by others (it is not intended as an afternoon for sharing original work). It's been a longstanding tradition at the Library and easily one of our most popular winter events. Volunteer to read or come see your neighbors on December 9th at 3:00 PM.
- Do you know we have several hotspots that we lend out for portable WiFi use? I have been participating in listening sessions with the Massachusetts Broadband Institute and trying to identify what digital equity initiatives the Library already fills (and can fill in the future). Please come see us for WiFi!
- On Tuesday, December 12th we will be hosting a program called The ABCs of ADUs with the Lower Cape Housing and ADU Resource Center. This is at 6:00 PM.
- Every year we provide the opportunity to get one new book for every local child and teen AND to wrap it in the Library. On Wednesday, December 13 from 4-6 and Saturday, December 16 from 11-3, there will be carts of books set up in the children's room as well as a wrapping table. This program is supported by the Friends of the Library.
- Replacement carpet tiles were laid down in our meeting room, and we are looking at carpet samples for the aisles where carpet has begun to buckle and may be a hazard. Thank you to the DPW for being such an excellent partner to us.

Police

Staffing update:

- The department saw the retirement of the longest serving member of the Wellfleet Police Department, Michael P. Hurley.
- The Wellfleet Police Department is thrilled to announce the appointment of Deputy Chief Kevin LaRocco as the department's Police Chief.
- Cape Cod native and Marine Corps veteran Daniel Almas has received a conditional offer of employment, and we are aiming to have him enrolled in the Plymouth Police Academy in the near future.
- The department remains proactive in its recruitment efforts, introducing a new recruitment video and hosting recruitment seminars at numerous local colleges and universities.
- Jack Richard is currently progressing through week 9 of the Municipal Police Academy and continues to demonstrate commendable progress and performance.

Operational update:

- The Wellfleet Police Department responded to numerous calls for service, none of which were deemed particularly noteworthy or exceptional.

- Sgt. Braun and Officer Poska are scheduled to participate in ALERRT (Active Attack Integrated Response Training), a comprehensive five-day train-the-trainer course specifically designed to enhance preparedness and response strategies for active attack or shooter scenarios.
- Officer Matthew McGue recently completed a specialized Train-the-Trainer program organized by the Municipal Police Training Committee. This certification enables Officer McGue to effectively train and counsel fellow officers in stress resilience, health, and wellness strategies, further enhancing our department's focus on the well-being of our law enforcement personnel.
- Both Officer Tyler LeGare and Officer Jack Poska have successfully completed ATV training, earning certification to operate ATVs in a law enforcement capacity.

Public Works

- DPW Administration
 - a. Participated in the FY 24 Barnstable County bid for construction materials and paving, awaiting the bid results.
 - b. Director Norton and Assistant Director Morris met with representatives from NRCS to provide an update on Powers Landing, Kendrick Ave, and Lt. Island Road.
 - c. Herring River Restoration Project is ongoing with construction at the CNR bridge.
 - d. MassDOT Rt 6 Pavement Preservation project has been awarded to Lawrence Lynch. As we learn more, we will update the website with schedule information in addition to the MassDOT Rt 6/Main street intersection project.
 - e. Director Norton is preparing the FY 25 DPW Operating Budget and has a meeting scheduled with Administration to review the week of January 8th.
 - f. Will be conducting annual assessments with all DPW Staff the month of January to discuss individual goals and progress. It's also an opportunity for staff to ask questions and discuss any concerns they may have.
 - g. Submitted various quarterly grant reports for MEMA and NRCS.
 - h. Assisted Director Rosenberg with technical questions/review of the proposed bandstand structure at the harbor that is currently being engineered.
- Facilities/Grounds
 - a. Front steps have been replaced at Town Hall. The DPW provided in kind services with masonry expertise for this effort.
 - b. New holiday lights were installed at Town Hall and wreaths/flags were installed along Main Street.
 - c. Coordinating an air handler replacement at the Police Department
- Highway Department (Down 1 position on medical leave until mid January)
 - a. With the assistance of the Fire Department, crews cleared a clogged culvert at Paradise Hollow. We will continue to monitor the culvert to ensure proper flow and monitor for continued icy conditions. This particular culvert is set for replacement when the Low Lying Roads project kicks off
 - b. Crews continue efforts to clean up the Town Pit to prepare for the Low Lying Roads project. A bid package is being prepared by our Owners Project Representative (OPR) Environmental Partners to solicit quotes to remove/dispose of derelict material (old concrete floats and unclaimed

- boats/trailers and miscellaneous items) with anticipated solicitation in February/March. All funding secured through Federal grants.
- c. Assisted the Harbormaster with various tasks and float removal at the Harbor.
- Transfer Station
 - a. Proposed rate increases have been implemented as of January 1st. Please refer to the Transfer Station's website for details.
 - b. The building kit for the new swap shop has been ordered with an expected delivery of late February.
 - c. Our Benlee pup trailer that was approved at Town meeting has been delivered and registered. This will enable us to be more efficient when transporting recycling off cape by allowing us to bring 2 containers at once.

Recreation

- The Department sponsored two successful skating sessions over the Christmas holiday break at Charles Moore Arena in Orleans.
- Basketball games will begin for all teams in grades 3-6 the week of January 8.
- Adult Pickleball round robins continue at Wellfleet Elementary School for all levels of play. With the availability of three courts. A beginner's clinic will also be offered.
- The popular youth futsal and pickleball programs take place after school and on the weekend for grades K-6.
- Open Gym Basketball is offered every Tuesday 6:30-9 at the Wellfleet Elementary School Gym for the grade 11-Adults.
- Extensive planning is underway for additional winter activities as part of the community center without walls initiative including, trips to go tubing, ice skating and to the movies.
- Planning and scheduling is underway for all Summer of 2024 Recreational Programs.
- Extensive planning is underway for three capital projects to be completed in the spring including resealing and painting of the basketball band tennis courts and construction of the bandstand awning at the end of the Town pier.
- Popular Teen nights for grades 6-10 are held every other Friday night at the school.
- Please check the Town website for details about all Recreation Programming

Shellfish Department

- No Update

Treasurer

- New Treasurer, Jared Aponte, started on 11/20/2023.
- Working with Town Accountant on closing the FY23 books

- Starting reconciliation of FY24 books back to July 2023. Cleaning up numerous variances related to reconciliations.
- Working with Assistant Treasurer/ Collector, Town Collector and Assistant Accountant to update internal finance-related processes and procedures.
- Working with Human Resources to update processes and procedures related to benefits.
- Meeting weekly with finance team and administration.
- Building relationships with other Town employees and board members.