



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 November 15, 2022 Select Board Meeting
Date: November 9, 2022

Administration

- Budget templates for FY24 have been issued to department heads. All department budgets are to be returned by December 2nd, 2022
- A special district wide election is being proposed by the regional school committee for January 10, 2023 to vote for additional funding necessary to move forward with construction at the Nauset Regional High School.
- The Finance Committee will hold a public meeting on November 22, 2022 at 7pm to discuss the Capital Improvement program for FY24 – FY33.
- The administration is working swiftly with the auditors at Powers and Sullivan to complete the FY21 audit.
- The contract with White Water for the water system services was sent out for renewal. This is the second year of the three-year term
- Two contracts were sent out for the appraisal services for the temporary easements for the Rt. 6/ Main Street DOT project
- The HR Director was reposted in the Cape Cod Times, Indeed, and MMA. We are currently interviewing for the Principal Clerk position.

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.
- Coordinating with Health Department on violations at 177 Peace Valley Road and 49 Chequessett Neck Road.

Community Services

Council on Aging / Adult Community Center

- Memoir writing class continues to be very popular at the COA
- 11-1 – ZOOM meeting with COAST (COAs Serving Together)
- Men's group is meeting weekly on Thursdays at 2
- The ukulele lessons started off with an enthusiastic group of 16 people and are happening weekly at 12:30 on Wednesdays

Beach Program

- Long Pond stairs are in progress. Fencing and walkway to come.
- I have scheduled a team work day with Americorps on December 22 to revegetate the area and Gull Pond where the stairs were removed and further improvements at Gull will be brought to the SB when the plan has been completed.

Social and Human Services

- Met with the Wellfleet Historical Society and Museum folks to discuss collaboration of programming and spaces and possible joint grant opportunities

Harbormaster

- We are in full swing building new docks. We are working on replacing the last section of concrete docks. We build the new wooden floats in house as a cost savings measure, unfortunately it seems to be getting harder and harder to find the time and manpower, but this is our last section to completely replace. In the future we will be looking for professionally manufactured items to meet all the demands placed on them.
- I am working with NOAA, NEFSC, Protected Species Branch, as well as Costal Studies on a live seal capture program that will be coming to the shores near you. This program has been implemented before in other places, it should be pretty exciting, going to college in Texas I went to plenty of rodeos but this will be a first. It the latest of many research studies that the Harbormaster's department assists in.
- We are working on renewing the permitting for the shoaling under the L-pier. This annual routine maintenance work we do with a lot of help from the Public Works Department. During the winter they come down and dig out some of the built up sand under the L- pier pile up above the tide line for a very short time and truck it off to be re used. Despite being routine maintenance we work with the Health and Conservation Department to refresh the permits every few years.
- The dark end of days is here... except for the Full Beaver Moon that just passed. We have noticed the increase of shadows on the back side of our building where the walkway is. When putting the penny in the buildings fuses to turn on the power to what was the lighting a long long time ago, probably the same vintage as myself, let alone the humming of the electric meter they have basically expired. We are looking into getting an electrician up there to replace with sensored, not censored LED's ... This should help our Fishermen and Fisherwomen with the Fall tides as well as all of our night-walkers.

Health/Conservation

- We are continuing to distribute covid antigen test kits to residents and employees of local businesses. Last week we distributed antigen tests and thermometers at Mass Appeal which was very successful. In the previous two weeks we have had 0 positive test identified on our online reporting tool and 4 identified in the state reporting database (PCR Only). The County is currently in the medium risk category.
- The BOH is holding a Public Meeting on draft Regulations pertaining to changes to the subsurface sewage disposal section and the Targeted Watershed Management Plan on Wednesday November 9, 2022. It will be a hybrid meeting available on zoom or in person at the Adult Community Center at 5:30 pm. All BOH meetings are posted on the town calendar on the web site.
- There will be two additional opportunities for flu/covid vaccinations. We notified all staff of the opportunities and created social media postings and fliers for backpack mail at the school. Clinics will be held Thursday October 10 at the Truro Community Center from 3:30-5:30 and on November 17 at WES from 3:30-5:15. Both clinics are open to residents and families. Pre-registration is required for both.
- To register for Wellfleet: <https://home.color.com/vaccine/register/vnacc?calendar=8bf425ed-1a36-4890-9d14-58510f9ce819>
- To register for Truro: <https://home.color.com/vaccine/register/vnacc?calendar=42045cf7-d1f8-4e08-8768-131dc9537891>
- Cyanobacteria growth rates in the ponds were all at acceptable levels this week. This is the last week of our seasonal monitoring program. We encourage residents to still reach out to our department if they see anything alarming. We had a very successful meeting with NPS and APCC and agreed upon new signage for ponds to better educate the public on the appearance and risks of cyanobacteria. The finishing touches are being made and another meeting will take place to discuss placement and printing.
- I attended a meeting with Brian Baumgartel from Barnstable County to discuss financing options for septic system upgrades. An announcement on changes should be forthcoming.
- I am working with Anne Reynolds from the Cape Cod Commission on a revision to our septic and well viewer. The revision will include an update to systems installed post 2017, and also include the proposed and contingency sewersheds as outlined in the TWMP.
- We joined the DMF and the Shellfish Department for a morning of water quality sampling to better understand what, where, and when they sample.
- Sent out information on the MA DEP food waste ban to food service establishments.
- Put together an informational letter and resources for food service establishments to gain compliance with frequently violated regulations. This letter/resource lists were sent out with 2023 business licenses and folks are following up appropriately.

- We held the four town kick off meeting for our regional CZM Resiliency Grant on shoreline management and are beginning to set up meetings with DPW's, Beach Administrators, and Harbormasters to discuss sand banking.
- Attended the Annual Massachusetts Health Officers Association conference.

Fire

- No Update

Library

- We are going to embark on our next five-year strategic planning process soon! We will be setting priorities for the future of the library and will want to hear from all members of the community- whether you are a regular library patron or someone who has never used the library before. Stay tuned for next steps!
- Calling all Trivia Buffs! We have been having so much fun with Trivia at the library. It draws people from all different demographics, and people meet new folks as they join teams. Our next Trivia night is Wednesday, November 16th at 6:00 PM. Bring friends or meet new ones!
- Our current art exhibit is by Suzanna Nickerson. It is art made by trash collected on area beaches. It's very compelling and tells an important story. This show is up through the month of November. Please come through and see it.

Police

- As the town's Emergency Management Director, our local CEMP Plan (Community Emergency Management Plan) needs to be updated for MEMA. I am currently working with several student interns at Massachusetts Maritime Academy in Bourne who are helping me evaluate and update the plan as a semester project. The partnership with the college has been a huge help as the document is over 100 pages long. When the plan is complete, I will present to the Select Board and hopefully will have a few of the students present.
- Thank you to our partners at the Fire Department for organizing and holding a successful Trunk or Treat on Halloween at the Wellfleet Drive-In. Detective Nick Daley and Officer Matthew McGue entered a police cruiser into the event in costume and enjoyed interacting with our future generation who dressed as Police Officers!!
- The department assisted the Wellfleet Recreation with the annual Halloween Parade that began on Main Street and ended down at Bakersfield. Big thank you to Officer's Mark Braun, Eric Daley and Sarah Chase for helping the Halloween revelers get across town safely!!
- The Public Safety Departments held a de-brief meeting with key members of SPAT to review and critique the 2022 Oyster Festival weekend. This dedicated group will take a break for the holiday season and begin meeting again in January to start the planning for the 2023 festival. Another big thanks to the community and SPAT for running a safe and successful festival after a two year hiatus.

Public Works

- DPW Administration
 - a. We interviewed 3 individuals for the Heavy Truck Driver/Assistant Mechanic position and will be making decisions this week on the chosen candidate
 - b. The Rt 6 Main Street Intersection project will begin the appraisal process for temporary and permanent easements along Main street. A consultant has been chosen to assist with the appraisals and we anticipate the process to be completed around February 2023. Informational Outreach letters have been sent to all property owners affected.
 - c. Staff attended a 2 day virtual CAM Training (Community Access Monitor) hosted by Massachusetts Office on Disability (MOD) to learn more about ADA/AAB requirements related to Town facilities
 - d. The Owner's Project Representative (OPR) for the Herring River Restoration project is moving closer to award after some requested clarifications from the low bidder.
 - e. The CNR bridge contract has been executed by the Contractor, awaiting final review from grant partners and Town counsel prior final execution from the Town.
 - f. Lieutenant Island Road improvement plans are nearing 90% design following an extensive site visit, including DPW staff conducting 8 boring samples of pavement thicknesses/subsurface conditions throughout the length of the road to determine the best approach for pavement treatments. I anticipate this being a Spring of 2023 project (Pavement restoration and stormwater facility improvements from Rt 6 to Catboat Road), granted all environmental permits are received.
- Facilities/Grounds
 - a. Scope of work has been received and contracts signed for the electrification HVAC project at the Fire Department. Funding for this has been secured through the Green Communities Grant Program along with Town match. First phase is to develop engineering design plans and specifications.
 - b. Assisted in the installation of subsurface irrigation at Town Hall (Ongoing)
 - c. Began the removal/replacement of the stairs at Long Pond
 - d. With assistance from SPAT, we have been busy repairing Baker's Field. The rain set us back a bit, but we are looking to wrap everything up this week.
 - e. Assisted with Election set up.
 - f. Witnessed winterization measures at Maurice's Campground on Monday 11/7
 - g. Winterizing various seasonal buildings in Town

- Highway
 - a. Catching up on grading dirt roads after all the rainfall we had in late October. There were dozens of washouts around Town. We appreciate everyone's patience as we work our way through these tasks.
 - b. Assisting various departments, such as the Harbor with float removal, etc. (ongoing).
 - c. Started to haul material from the pit to the transfer station (ongoing).
 - d. The solar speed limit signs are in. Highway staff is putting together the machines and will be installing (4) signs at the following locations: Main Street, East Commercial Street, Lieutenant Island Road and Chequessett Neck Road. This is a collaboration with the Police Department.
- Transfer Station
 - a. Transfer Station staff has been creative in finding new streams of revenue. Electrical wires from certain e-waste are being collected with the town benefiting from revenue at the rate of \$0.51/lb.
 - b. Foreman Mike Cicale will be working with the Americorps to perform a "Waste Audit" on recycling waste (Co-mingled and/or paper) to analyze a load to understand what citizens are throwing away and determine the level of contamination. This is an attempt to develop ways to better educate the public.

Recreation

- The Rec Soccer Season has concluded successfully for all 75 Wellfleet soccer players on 5 teams. Many thanks to the dedicated volunteer coaches, especially for their patience and flexibility for second half of the season due to the disruptions caused by Baker's Field not being playable after Oysterfest. Volunteer coaches included: Henri Vaitkevicius, Murrow Van Meter, Justin and Melissa Lynch, Myya Beck, Thor Baum, Andy O'Dell, Laura Baghetti and Luke Manning, were exemplary in teaching the children with patience and skill.
- This year's Halloween Parade was the first "live" parade in two years, and it was well attended with over 150 people enjoying a beautiful afternoon at the Baker's Field Playground, decked out in many creative costumes, dancing to the tunes of Dj Angel and JT.
- The Recreation Department staff participated in the WFD Trunk or Treat at the Drive-In on Halloween, by creating a spooky trunk and handing out candy.
- After school and weekend activities and classes for all ages at Wellfleet Elementary School and other locations around Town have begun as part of the "Community Center Without Walls" initiative coming to fruition. All listings will be posted on the Town website.
- The Department submitted a Community Preservation Grant for a pavilion/awning for the bandstand at the end of the Town pier. Successful granting of this project will enable enhanced usage by the rec dept and the community.

- Well Attended Adult pickleball round robins continue four days/week at the Mayo Beach Courts, as well as two weekly pickleball clinics which fill to capacity each session. The newly renovated courts have been very well received by the public.

Shellfish Department

- We announced a lottery for two grants on Egg Island. To participate, applicants must meet the criteria in the regulations and turn in an application packet to the Shellfish Department.
- Johnny worked with a group of seven volunteers from “Johnny’s Crew” and took 90 oyster grow bags full of legal oysters from our grant and distributed them in Chipman’s Cove to get it ready for the opening.
- Chris worked on changing all signage and assembling flags for the Chipman’s Cove opening.
- Chipman’s Cove opened on Sunday, October 30. About 50 shellfishermen, both commercial and recreational, turned out. It was a beautiful sight to see, and everyone left happy.
- Commercial shellfishermen are easily getting their bushel limits of oysters daily from Chipman’s Cove and some are also getting a bushel of quahogs as well or opting to change areas and get a second bushel of oysters.
- It is busy all over town with recreational shellfishermen. We continue to confiscate shellfish from unpermitted individuals.
- Johnny and Chris and AmeriCorps Henry continued breaking down our hats and putting the oyster seed in bags on our grant.
- We prepared documents for grant holders applying for new grants and extensions and coordinated with the Mass. Division of Marine Fisheries for new required paperwork. We are putting together a “cheat sheet” to assist grant holders through this process.
- We finished the last grant inspection!! We continue to work on enforcement issues on grants.
- All 15 grant holders who had transfers or renewals at the September 27 Selectboard public hearing were informed that their new leases were ready to pick up at the Town Clerk’s office and that payments of \$5.00 for each had to be made.
- We issued a verbal warning to a commercial shellfisherman.
- Nancy attended a Shellfish Advisory Board meeting where they took no action on a new regulation. They did approve a few changes to regulations and paperwork changes, such as using the Mass. Division of Marine Fisheries annual report and propagation permit application as the Town’s required annual report. Nancy will take these changes to the Selectboard for a public hearing and vote to include in our regulations.
- Duck Creek finally passed water quality, so it will open on time on December 1. We conducted the last sampling of oysters for the state’s background vibrio study. Johnny took

our state biologist and the Health and Conservation team out for water quality sampling. It was an informative (and FUN!) boat ride.

- Many thanks to the DPW for removing all of the moldy and mouse-infested insulation from our building! They also put down spray foam and menthol sachets to keep the critters out. Then, we got the building cleaned, and it is SO much nicer in here.