



MEMORANDUM

TOWN OF WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleet-ma.gov

To: Selectboard
From: Richard J. Waldo, Town Administrator
Cc: Rebekah Eldridge, Executive Assistant to Town Administrator
Subject: Department Update Report for the December 6, 2022 Select Board Meeting
Date: November 29, 2022

Administration

- The finance Committee voted to approve the FY24 Capital improvement program, the Selectboard will now have a chance to offer their comments starting on December 6th.
- We are working to finalize the closing documents for the purchase of Maurice's Campground which is scheduled for December 15th, 2022
- The RFP group is close to finalizing and begin solicitating a request for proposals to lease Maurice Campground for operations as a campground.
- FY24 budgets have been received by department heads, Town administration will begin reviewing with town staff before presenting to the Selectboard and Finance Committee.
- The Town has received a very important community compact grant award in the amount of \$190,708 to utilize a software platform for online permit applications. It is our anticipation that the program will be rolled out within the building, health, conservation, and assessor's office first with additional departments being included if funding allows.
- The Assistant Town Accountant gave her notice and her last day in the office will be December 9. Jane has been with the Town for 27 years and we wish her well on her next life chapter.

Assessing

- Abatement applications were due December 1. We received 24 real estate appeals and 16 personal property appeals. This is surprisingly low considering the huge increases in tax assessments. The Board of Assessors has 90 days to act on the applications.
- Boat excise tax bills went out November 1 and are due December 30, 2022.
- 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.
- Coordinating with Health Department on violations at 177 Peace Valley Road and 49 Chequessett Neck Road.

Community Services

Council on Aging / Adult Community Center

- The COA Chef was scheduled to cook, package and deliver 28 turkey dinners to Wellfleet residents who are home bound or unable to cook themselves. When Staff were notified that she was ill and not able to work, we decided to do it ourselves. We roasted three turkeys, prepped and roasted vegetables, boiled and mashed potatoes as well as butternut squash and made corn muffins. A hardworking group of volunteers delivered the meals on Wednesday afternoon, all ready to heat and enjoy on Thanksgiving.

Beach Program

- December 1 is the due date for pictures to be considered for the 2023 Beach Stickers. The theme is “Shellfishing in Wellfleet” and the photos selected will be featured in an art exhibit sponsored by the Wellfleet Historic District in May at the Adult Community Center. Artists from previous years will also be included.

Harbormaster

- Assistant Harbormaster: Our Assistant Harbormaster Mckenzie Hartman has resigned from her position after one eye opening year for her. One of her biggest takeaways will be the lessons of human nature. She is moving on in search of bluer waters, and we wish her the best of luck. We will now begin the incredulous duty of searching to fill the open position. Our staffing will be down to a bare minimum with plenty of work to do, we are down to one full time and two part time employees.
- Grant extensions: We have been spending a bit too much time without water beneath our feet (we obviously walk on water most of the time) looking into multiple grant extensions with the Shellfish Department on Egg Island. I must admit the sunsets were certainly worth the high price of admission but we may or may not have made up for it with a couple pockets filled with scallops... don't tell the Shellfish Warden!
- Code of conduct: I recently attended the Town of Dennis Selectboard meeting where they held two Code of Conduct violation hearings. Mr. Giorgio from KP Law gave a very eloquent dissertation of the Code of Conduct policy related to how and why it is in place and the Town's responsibility. I believe it would be a very helpful tool for everyone to watch.
- Whales: As I was diligently putting together my thoughts for this weeks version of my Department update we were called into action to assist IFAW with the stranding of the pilot whales in the Sunken Meadow area. We were able to help with the release of all but one of the Pilot Whales which passed away earlier. Our efforts can be seen on Channel 4 where we proudly represented Wellfleet with our professional assistance. All of the assistance we provide for the marine environment does make one ponder about our relationship to the Sea and the Earth and how they are so fragile and yet so resilient.

Health/Conservation

- We are continuing to distribute covid antigen test kits to residents and employees of local businesses. In the previous two weeks we have had 0 positive test identified on our online reporting tool and may phase that out after the holidays and 3 identified in the state reporting database (PCR Only). The County is currently in the low-risk category.
- We are beginning to see a rise in the number of flu cases across the county and RSV cases are also continuing to increase. We will continue to monitor these over the coming months.
- The BOH held 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 was well attended and public comments were received. The BOH is reviewing all of the comments and refining the draft regulations and will hold another meeting on the matter once the document is complete.
- There will be a joint regional BOH meeting on December 14 at 5:00 to review the Outer Cape Health Assessment. Patrice Barrett from Barnstable County will review the results and give an overview of the report and discuss a roadmap for the future health and wellness of our communities. We have been working on this for the past six months and it will be nice to have this document to share. This is a hybrid meeting, available on teams. Join on your computer or mobile app

[Click here to join the meeting](#)

Or join by entering a meeting ID

Meeting ID: 226 687 668 94

Passcode: D7CUJU

Or call in (audio only)

[+1 857-327-9004,,311357945#](#) United States, Boston

[\(833\) 579-7589,,311357945#](#) United States (Toll-free)

Phone Conference ID: 311 357 945#

- The vaccination clinic on November 17 at WES distributed 43 covid vaccinations and 16 Flu vaccinations.
- We continued working with Anne Reynolds from the Cape Cod Commission and Arozana Tesson from the Town of Truro on the 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 hope to have this complete within a few weeks.
- We are working on our full submission for the APRA grant with our regional partners to meet the required deadline and are so excited about this opportunity.
- We stickered the remaining boats at the pleasant point boat rack and sent a reminder email to our permit holders to remove their boats before the winter season. There were still quite a few left last week.

- We continued work on the 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. Meeting dates for staff from the four towns is proving a bit tricky and we have had to cancel two scheduled meetings.
- I am attending a seminar today on the new housing code taking effect this spring.

Fire

- Paramedic Bill Blake and EMT Ryan Hickey are in their third week (out of ten 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.
- FF/EMT Luke Fancy and EMT Brendan Cutting are completing their two (2) weeks of full-time employee orientation and will be assigned to one of the four duty groups within the next day or so.
- We are completing our request for the FY-2024 Department Operating Budget to present to the Town Administrator, Selectboard and Finance Committee.
- Work continues on preparing Ladder 93 for its refurbishment by Greenwood Emergency Vehicles, North Attleborough, MA in January.
- As we have left the "busy season" of April through October, all personnel are concentrating on winter projects with respect to enhanced training, equipment preventative maintenance, special projects, etc.

Library

- On December 1st, the Library will start collecting "Food for Friends", our annual drive for the Wellfleet Food Bank. Please bring non-perishable food and personal care items to the Library, where we will be filling our large, wooden boat. We hold this drive every year. It will run through MLK weekend.
- On Saturday, December 10th, please join us for our Holiday Children's Book Giveaway and Wrapping event! Get a FREE new book for every child in your life, and wrap the books right there! This very special annual event is sponsored by the Friends of the Library and runs from 10-4.
- Looking for something to do with your family this holiday season? Thanks to the generosity of the Friends, the Library has discount passes to tons of museums and attractions both locally and in Boston. You will save big at places that normally cost a lot - like the Museum of Science or the New England Aquarium. If you want to stay more local, discount passes are available to Pilgrim Monument, Audubon, Plimoth Patuxet and more. For a full listing, see our homepage, or this listing: <https://www.wellfleetlibrary.org/museum-passes>

Police

- This week began the department sending officers to their yearly 40-hour in-service training to maintain POST certification. The curriculum includes legal update, trauma informed policing, frontline digital evidence, officer response to interpersonal violence, duty to intervene, hate crimes and 212 degrees: preventing officer crisis. This training is held

locally on cape cod at either the Yarmouth or Sandwich Police Department training rooms.

- The department is participating in this year's "Toys for Tots Stuff a Bus Challenge" with gifts being collected at various locations around town. On Sunday December 4th, the collected toys will be transported by cruiser and ambulance to Hyannis to be distributed to families across the cape. In addition, department members will also be participating in "Homeless for the Holidays" at Truro Vineyard from December 7th-11th with Santa arriving on Saturday December 10th. We will be braving the winter elements for 106 straight hours with members of Wellfleet Fire, Truro Police, Truro Fire and Lower Cape Ambulance.
- Congratulations to all the Cape Police Departments who participated in the inaugural SWISH Basketball Tournament at Nauset High School on Saturday November 19 to benefit the Jonny Hackett Memorial Fund. Chief Hurley, Sergeant Clark, Officer Allen, Officer McGue, Officer Daley and Community Service Officer Bradshaw played against the Barnstable Police Department. We may not have won (congrats, Barnstable PD!) but we had a blast and can't wait till next year!!

Public Works

- DPW Administration
 - a. Hired Matthew Peterson for the Heavy Truck Driver/Mechanical Assistant position. Matt started on 11/28/22.
 - b. Large focus on preparing FY 24 DPW Operating budget and coordinating with various department heads
 - c. Submitted information to Barnstable County Procurement to participate in the FY 24 Roadway construction bid
 - d. Director Norton has been chairing the Cape Cod Joint Transportation Committee (CCJTC) meetings and was selected to chair a sub-committee to evaluate criteria and objectives for the 2024 Regional Transportation Plan. He also has been attending Metropolitan Planning Organization meetings (MPO)
 - e. Herring River Restoration Owner's Project Representative (OPR) is in the final stages of review at the Division of Ecological Restoration (DER).
 - f. A post award meeting has been scheduled with MIG for the Chequessett Neck River (CNR) bridge
- Facilities/Grounds
 - a. Scheduling the replacement of backup batteries for the UPS system at the Police Department. This is a critical preventative maintenance task to ensure communications are uninterrupted during power outages.
 - b. The new SEMACONNECT upgrades for the EV charging stations at the Town Hall are up and running
 - c. Highway Department assisted Facilities Department with the installation of Christmas decorations at Town Hall and on Main street.

- d. Coordinating with Rusty's on boiler servicing and making sure all systems are up and running for the winter season
- Highway
 - a. Assisting various departments, such as the Harbor with float removal, etc. (ongoing)
 - b. Hauling material from the pit to the transfer station (ongoing)
 - c. Cleaning/clearing catch basins prior to winter season
 - d. Contracts for snow removal subcontractors have been submitted and equipment has been inspected
- Transfer Station
 - a. Director Norton will be meeting with Foreman Cicale to review current fiscal status of the Transfer Station to analyze rates, processes, etc.

Recreation

- The recreation basketball season gets underway the first week of December. Wellfleet has 5 teams competing in grades K-6. Games for grades 3-6 begin after the holiday break.
- Open gym basketball for high school age through adult will begin in December at the Wellfleet Elementary School gym.
- The Department is sponsoring a community free ice-skating session at the Charles Moore Arena in Orleans on January 1, 2023 from 11-1.
- Extensive planning is underway for winter after school and weekend activities and classes for all ages at Wellfleet Elementary School to augment current programming.
- 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.
- Due to the extended warmer temperatures, well Attended Adult pickleball round robins continue four days/week at the Mayo Beach Courts. Planning is underway for indoor pickleball round robins at Wellfleet Elementary School to begin in January.

Shellfish Department

- We finished breaking down all of our spat collecting devices (hats) and estimate that this resulted in 130,000 large oyster seed. Many thanks to our AmeriCorps member Henry Torpey for his diligence and assistance on this project.
- We issued a written warning and confiscated catch of a commercial wild oyster harvester.
- A few years without ice and some good work by Johnny Clam and the department's propagation efforts have resulted in Chipman's Cove continuing to offer excellent oyster and quahog harvesting opportunities to lots of commercial and recreational permit holders

who are easily getting their limits each day. We believe that the harbor dredging has helped this as it seems like there is less mud in the Cove.

- We are continuing to research getting a replacement truck. With assistance from Jay Norton at the DPW and suggestions from others at our Dept. Head meeting, we are monitoring Munichid, calling other towns on the Cape and sent an email out to Bay State Roads email list, which includes Mass. DOT. We have identified \$12,000 leftover in our ATM approved truck articles for this truck.
- In 2023, we sold 169 commercial shellfishing permits and 1,042 recreational ones (the most in my five-year tenure) for a total of \$91,205 in revenue. This revenue is divided between the Shellfish Fund which gets 25% and is used for CIP projects and other shellfish-related expenses, and the Revolving Fund for Propagation which gets 75% and can be used solely for shellfish propagation activities and other propagation-related expenses. This revenue takes a little pressure off the department's use of the General Fund.
- The department initiated a fee research project comparing commercial and recreational permit fees between other shellfishing towns on the Cape and in the Commonwealth through the Mass. Shellfish Officers Association. We created a comparison table which we presented to the Shellfish Advisory Board to inform their review of fees for 2023. On Nov. 29, SAB voted 5-1 to increase recreational shellfishing permit fees by \$10. With more than 1,000 recreational permits sold in 2022, this could result in an additional \$10,000 in revenue. The Shellfish Department supports this increase and will bring it to the Selectboard for review and a vote on Dec. 20.
- The department researched what other towns charged aquaculture license holders: Most charge the maximum required by MGL of \$25 an acre (or portion therefore). For Wellfleet, this represents less than \$12,000 in revenue each year. Four towns require grant license holders to also hold a town commercial shellfishing permit with fees ranging from \$100 to \$625, and two others are in the process of considering this requirement. Six towns charge other usage, service, application or advertising fees to grant license holders with a cost range of \$100-\$130, and two more are considering initiating a separate annual fee for grant holders. We produced a table with this information, which also outlined that Wellfleet has more than double the number of growers and almost double the amount of acreage in aquaculture as compared to other towns. Wellfleet was also number one in the state for town-managed commercial shellfish landings in value bringing in \$8M in 2019 (pre-pandemic). Our growers were third in the state in 2021 for farmed oyster production, with more than 10 million oysters sold with a value of \$5.4M, and our quahog farmers were first in the state with close to 3 million clams sold worth more than \$850,000. At its meeting on Nov. 29, the Shellfish Advisory Board considered requiring all grant license holders to purchase a town commercial shellfishing permit = \$310 each. This could result in close to \$17,000 in additional revenues. (The board did not want to initiate another sort of fee.) They will take a vote at their Dec. 19 meeting. The Shellfish Department supports this requirement and will bring it to the Selectboard for review and a vote on Dec. 20.
- After the Shellfish Advisory Board's approval, Nancy prepared documents for a Selectboard public hearing for two regulation changes – one of which will eliminate the redundancy in paperwork that grant holders have to do; the other is a housekeeping change to put us in line with MGL requirements for a public hearing for anything grant-related. This hearing is on Dec. 6.

- We met with two grant holders regarding proposed extensions to their grants and conducted site visits with the Harbormaster to each of these proposed locations.
- We worked with the state to finalize paperwork necessary for grant extensions already in the works and for the five deep water grants on Indian Neck that are moving in.
- We continued oversight of the grants with Selectboard orders of conditions for minimum productivity and conducted site visits to each.
- Nancy prepared advertisements and paperwork for two grant renewals and attended the Selectboard public hearing.
- We assisted a grant holder in removing derelict gear and took it to the transfer station and pulled another grant holder's truck that wouldn't start off the flats.
- Nancy attended a Conservation Commission meeting with property owners requesting revetments and beach nourishment that could affect shellfish farms and wild harvesting areas.
- Nancy and Johnny attended the Barnstable County Shellfish Advisory Committee meeting in Barnstable. Seed and growth and propagation issues were discussed.
- Nancy participated in interviewing three people for Principal Clerk.
- We took the state out for water quality testing in Duck Creek again before the December 1 opening. It passed again and will open as scheduled.
- Nancy and Hillary's work with the Conservation Commission resulted in the Mass DOT Route 6 project being required to put a time of year restriction (TOY) on its work in order to protect the eels migrating into Hawes Pond - MADMF wrote: "I would recommend a spring TOY for this project. Juvenile glass eels will be attracted to any freshwater flow. The construction site should not be active during the spring TOY to avoid impacts to glass eels. Given what I have seen on this project, it may not be necessary to have a fall TOY that protects adult silver eel emigration out of Duck Creek."

Town Clerk

- Preparation for the January 10, 2023, dual district and special town election is underway.
- End of the year preparations for the 2023 Annual Street census. To be mailed January 3rd, 2023.
- Completion of my FY24 budget submissions (Town Clerk & Elections).
- Town Report submission