



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 February 21, 2023 Select Board Meeting
Date: February 14, 2023

Administration

- The Town has prepared the first draft of the Town Warrant and will be available for review in the February 21, 2023 Selectboard packet.
- The Outer Cape Towns will be getting together on February 15th to discuss the end of the Lower Cape Ambulance contract for Provincetown and Truro and its implication on the other Towns.
- The Town is utilizing accounting services from Clifton, Larson, and Allen LLC. to fulfill the duties of the vacant Town Accountants position. The Town is actively seeking a permanent replacement for the position.
- The bid opening for the Maurice's Campground lease operation took place on 2/8/2023. Expected award recommendation to the Select Board is hopefully 2/28/2023
- Frank Destino, our new Assistant Town Accountant began employment on 2/6/2023
- Soil testing took place at the ballfield on 95 Lawrence Rd. on 1/26/2023 for preparation of the design for the WWTF for the 95 Lawrence Rd. housing project and the surrounding Town facilities.
- ATA is having bi-weekly meetings with the HR Director, Treasurer, and Assistant Treasurer to coordinate the new responsibilities of the HR Director

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(s) to 70 Main Street property. Received documents, based on Building Department request for additional information, from Trudy Vermehren on 01/17/2023. Provided update to Victoria Dalmas, attorney for the complainant (abutters), that final Building Commissioner response will be issued no later than February 23, 2023.

- Reviewing 2023 Business License applications.
- Received written response from property owner at 49 Chequessett Neck Road that their plan moving forward is to demolish the existing structure. The existing structure was posted, “Unsafe”, on December 22, 2022 at 3:30 p.m. Owner will submit demolition permit application to the Building Department asap.

Community Services

Council on Aging / Adult Community Center

- Exercise classes are now free to Wellfleet residents to encourage in person participation and numbers are growing
- AARP Tax assistance is available at the ACC – please call to make an appointment
- SHINE insurance counseling is also available twice per month – call for an appointment
- We are having serious supply problems with on call drivers.

Beach Program

- The Lottery for our 136 rack spaces was completed on January 31st and 136 emails have gone out to the lucky people whose names were selected.
- They have until March 1 to confirm their space by submitting a signed form (provided by email) and a check for \$100 made out to the Town of Wellfleet.
- Stickers have gone out for a quote and should be delivered by April 1.
- The Beach Office will open (all things being equal) the week of April 3 and be open Monday-Friday 9am to 3pm for in person sales.

Harbormaster

- Harbormaster Academy: The Harbormaster Academy has been re-established, after a very long hiatus. This is required in the Commonwealth under the guidance of EOPSS, this portion is with curriculum from the MPTC for all Full Time Harbormasters and Assistant Harbormasters. I am currently attending classes 3- 5 days a week from January till the end of March.
- Assistant Harbormaster job search: With the help of the Human Resources department, and the Assistant Town Administrator, we have advertised to fill the Assistant Harbormaster position, and we are currently conducting interviews with the hope to fill this position as soon as possible.
- Maintenance: The old concrete dock sections are almost completely rebuilt, the bath house interior is being repainted, smaller dock repairs are continually ongoing, and the boats are undergoing many repairs and modifications that we can do in-house. With all this fair weather we have been able to make a lot more repairs around the Harbor than we imagined before winter vanishes “into thin air”. Since you are now thinking Shakespeare, Prospero, and the life cycle of continual maintenance, “We are such stuff as dreams are made on”.

- Fuel tanks: The fuel tanks are on schedule and regular updates are being held with the contractor and engineer.
- Dredging: Mitigation planning for Area II is ongoing and moving at a very fast pace. The Sand Shoaling project near the Breakwater, has been awarded for engineering design and permitting.
- Our Biggest fans: We are currently accepting additional treats for our largest fan club, The dogs of Wellfleet, we like to ensure they are compensated fairly for walking their humans.

Health/Conservation

- We are continuing to distribute covid antigen test kits to residents and employees of local businesses. We are just about out of antigen tests and plan to hold on to the last box for emergency situations. Since I submitted my previous bullets, we have had 11 cases identified in the state reporting database (PCR Only). The County is currently in the medium-risk category.
- We met with our Relevant Software trainer and went into the field with the new inspectional software and equipment. The training provided was amazing and we are so excited to get inspecting on electronic devices. The reports produced and the professionalism of the documents are absolutely amazing!
- We are continuing to work on the community fridge effort. We have had several meetings with key community members to discuss food acquisitions, regulations, locations, costs, and construction.
- We are currently working on an EOE grant to fund one freezer and fridge for downtown, one fridge for the community garden and two hand pump wells. One well would be located in the community in a neighborhood and the other at the Adult Community Center both for use in emergency situations.
- Progress is continuing to be 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 continued work on the regional CZM Resiliency Grant on shoreline management and the Community Best Practices Grant. We met with DPW Directors, Beach Administrators, Shellfish Constables, and Conservation Agents in the four towns to discuss the regional sand banking proposal. An MOU will be forth coming to describe this program in more details. We have been working closely with Urban Harbors Institute on interview questions for town and committee staff to assess needs, procedures, and future goals to further regionalization efforts.
- Sent formal correspondence to MA DEP at their request to review design and installation issues with provisional use enhanced I/A technologies, still awaiting a response! It has been a month and a half with little to no acknowledgement and this is holding up installations on systems in town. I have reached back out and was told it was going to take another two weeks to respond.

- Attended 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.
- Attended a meeting to discuss the IUP for WW projects. In attendance was MA DEP, MA Clean Water Trust, Scott Horsley, Curt Felix, GHD, and Barnstable County and Town Staff. We spoke mainly about financing through the SRF for the enhanced I/A program and what exactly the requirements are for the application. This project is of course not like any they have seen so these initial discussions are really important to make sure we are aware of the requirements and we can construct out application to comply.
- Working with the AG's office on an abandoned property that has been a blight to the community. They sent the property owner a letter last month indicating that a receiver would be placed in charge of remediating the situation at the property if action was not taken by a date certain. This is proving to be the most useful thing we have done with this property to gain compliance.
- Had another meeting to discuss Opioid settlement ideas and continued to hear from a broad range of community partners on the work they do and the work that is needed in our communities. We will continue to meet to refine a proposal that we hope to bring to the Boards on the Outer Cape shortly.
- Following up on the Public Health Assessment we have been working with the County Nursing division to bring services to the outer cape. We are looking to place a nurse at the 246 kitchen community dinners, the Adult Community Center, and hopefully the library with regular frequency and provide blood pressure checks, blood glucose testing, and ask a public health nurse. The County has been interviewing to find a nurse to service our area. This is an incredible partnership and their support has been incredible.
- Hosted a chokesaver training for restaurant employees at the fire station that was well attending. This is a requirement of the business license and the regulations and were lucky to have the Cape Cod MRC provide the training and certificates of completions.

Fire

- No Update

Library

- Our Catalog is changing. Aspen Discovery Catalog will be a MUCH IMPROVED search system for our patrons, and we are looking forward to presenting it to you. You need to know a few things as we switch over to our new system. You will be unable to access your account from Feb. 24-26th. On February 27th, when you go to log into your account, you will see the Aspen page, instead of the Encore page that you have been used to. When you enter your barcode to log in, you will be prompted to enter the last four digits of the phone number you have on file. You will then be able to select your own password. Once you do this, you will receive a confirmation email, sent to the email you have on file. Please call the library at 508-349-0310 to make sure you have your correct phone number and email on file.

Also, you will be logged out of Overdrive/Libby and all electronic resources such as Kanopy. Once you reset your password, you can log back in and you won't lost your place

in the queue or anything you have saved. Check out the FAQ's here: <https://info.clamsnet.org/new-catalog-coming-soon/>

- Our seed library goes live on Friday, February 17th. Come get FREE seeds to plant your spring garden. The seeds are housed in the old card catalog (alphabetized) and we have tons of books and periodicals to get you started if you are a new gardener. This amazing program is presented by the Friends of the Library. We give out thousands of seed packets per year and love seeing the photos of the lovely things you grow!
- We are holding movie nights for Black History Month every Tuesday at 5:00. The film, Till, is scheduled for Tuesday the 21st, and the Dr. Questlove film, Summer of Soul (or when the revolution could not be televised) is on the 28th. We also have an excellent display of books and films curated by our Outreach Coordinator, Racine Oxtoby.

Police

- On Tuesday February 7th, the Police Department began a six week Citizens Police Academy with ten students currently attending. The purpose of the academy is to create a stronger partnership between the police department and the citizens of Wellfleet through education about the duties/operations of the department. The course will cover topics ranging from patrol/supervisory functions, criminal investigations, use of force and a citizen ride along with a police officer to name a few. The course was organized and being run by Sergeant Paul Clark, Detective Nick Daley and Officer Matt McGue.
- The police department began planning discussions with SPAT for the 2023 Oyster Festival scheduled for Saturday October 14th and Sunday October 15th. The planning discussion has focused on moving the festival back to Main Street with safety precautions in place that were utilized at Bakersfield last year. The department thanks SPAT for their continued support and working in collaboration with all town departments.
- The department began advertising for Community Service Officers to assist the department for the 2023 Summer Season. The Community Service Officer performs a variety of routine non-critical public safety and clerical tasks. Among them, enforce municipal parking regulations, respond to citizen requests for service or direction, community policing activities, traffic control activities and provide non-emergency assistance to the full time patrol staff of the department.

Public Works

- DPW Administration
 - a. Finalized the OPR (Owners Project Representative) contract for the Herring River Restoration project.
 - b. MIG began mobilizing storage units to the staging area at CNR Bridge
 - c. Appraisals for Main street have been completed and are under review.
 - d. Director Norton presented the FY 2024 DPW Operating Budget to the Finance Committee.
 - e. Working with Barnstable County regarding Tier II reporting for EPA/NECRA in anticipation of March 1st reporting deadline.
 - f. Conducted 2 rounds of collective bargaining meetings with Teamsters representatives and Town officials
 - g. Reviewing bids from Maurice's Campground RFP

- Facilities/Grounds
 - a. Foreman Williams is attending a 5 week (1 class per week) OSHA 40 Hazwoper training that Barnstable County health organized for free. Normally \$900/person.
 - b. Stripped/buffed floors at Fire Department
- Highway
 - a. Grading multiple dirt roads in Town while the weather remains mild.
 - 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.
 - c. Foreman Russell is attending a 5 week (1 class per week) OSHA 40 Hazwoper training that Barnstable County health organized.
- Transfer Station
 - a. Foreman Cicale is attending a 5 week (1 class per week) OSHA 40 Hazwoper training that Barnstable County health organized.

Recreation

- As part of the “Community Center without Walls” initiative, the Department hosted two recent teen activity nights featuring games such as ping, pong, air hockey, foosball, basketball, pickleball and glow dodgeball at Wellfleet Elementary School. Participation and enthusiasm have been high as 20+ attended, each session. These game nights will continue bi-weekly throughout the school year. In addition, the Department is in partnership with WPD to plan additional activities for this often-underserved age group.
- March after school activities will include wiffle ball , futsal and arts and crafts and jewelry making classes.
- An Adult round robin pickleball session for intermediate level and above is held on Sunday mornings from 9:30-11:30 at Wellfleet Elementary School. Beginner level clinics and round robin will begin in March.
- The Recreation basketball season is winding down with all teams having very successful winning seasons!. Many thanks to volunteer coaches, Michele Wanco, Myya Beck, Arozana Davis, Alex Hay, and Barbara Boone for sharing their talents in teaching and coaching basketball with the hometown players and to referee Bud Hurtt, for his ability to teach while also aptly officiating games at the rec level.
- A family free skate session at Charles Moore Arena in Orleans will be held during February Vacation on Tuesday 2/21,5:30-7.
- Open gym basketball for high school- adult ages continues at the Elementary School gym, this popular program has over 25 attendees per week.
- Extensive planning is underway for the Billingsgate Basketball Tournament which will be held in mid March.
- Planning has already begun for the Summer Recreation Programs for 2023, and Spring softball and T-ball.

Shellfish Department

- End of 2022 highlights include: Many thanks to Assistant Town Treasurer Christine Young for staying late on Friday, December 30, in order to take in a \$6,000+ turnover from us!
- We greatly appreciate Assistant DPW Director Pete Morris who came in from shopping on Christmas Eve afternoon with the front loader to remove sand at Powers Landing that had piled up and blocked shellfish farmers' access to the flats.
- We are grateful to the Town Administrator for his flexibility in the absence of a Principal Clerk and allowing us to bring in a part-time staff person to offer in person sales at the Shellfish Dept. office on the Thursday and Friday before New Year's. This resulted in more than \$12,000 in revenue and shellfishermen being able to harvest on Jan. 1, 2023.
- All of our aquaculture gear was taken off the town grant in the first week of January, and our oysters were put into our pits at the Transfer Station with help from an AmeriCorps project day.
- The last big oysters from our grant were distributed in Chipman's Cove and the closed area of the Indian Neck recreational only area so that there will be ample supplies come next summer.
- In person sales of shellfishing permits are continuing in our office, Monday through Friday, from 8 to 11 a.m. First time commercial permit holder orientations are being given.
- The department is working with Chris Allgeier and Curt Felix from the Dredging Task Force and with the Shellfish Advisory Board to determine areas suitable for the Town to use as mitigation for dredging the mooring basin while respecting the shellfishing industry's harvest needs.
- About 10 grant holders have turned in applications for grant extensions and transfers, and the department has been helping many other grant holders with paperwork.
- The department conducted all overwintering grant inspections, checking for number of racks left out, and most importantly, that gear is tagged.
- Shellfishing was closed for two days due to temperatures below 28 degrees F. Ice formed in parts of the harbor, and we are working with grant holders who were affected.
- During a seed enforcement action with a wild harvester, we confiscated 1.5 bushels of oysters.
- With permission from the Town Administrator, we are working with our former seasonal part-time deputy who is re-doing grant licenses in the continuing absence of a Principal Clerk.
- We have been working with Town Counsel on the interpretation of the regulation on where grants can be located, especially as regards Egg Island where we have two extension applications and a new grant license to issue.
- We worked with our consultant to prepare maps of Wellfleet Harbor aquaculture areas with the Mean Low Water contour represented. He also created maps for the Indian Neck deep-

water grants to be subdivided. The Selectboard approved them, and they will go to a lottery.

- We worked with the Harbormasters to ensure that all boats commercial shellfishing in Wellfleet Harbor were properly registered and home ported to Wellfleet as required by our regulations.
- We are trying to get our new 2023 truck, while dealing with the fact that our 2016 trade-in is not drivable. We had tire issues with our 2020 truck, the only other working truck we have. The steering went on our skiff, and we took it in for repairs.
- We are dealing with a leaking roof and are working with the DPW, Beach Dept. and Harbormaster to try and remedy it as it affects our computer and printer.
- With our oysters in the pit and our grant put to bed, first Chris, then Nancy and Johnny were able to take vacation time.

Town Clerk

- Processing Census forms, which includes scanning, filing, making necessary changes to the States Voter Registry information system, and mailing voter registration forms.
- Producing candidate paperwork and certifying signatures.
- Two very broad public records requests.