



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 April 4, 2023 Select Board Meeting
Date: March 29, 2023

Administration

- The Town Warrant has been finalized and available on the Towns Website. Town Meeting will be held on April 29th at 10am in the Wellfleet Elementary School Gymnasium.
- The Town will be hosting a groundbreaking event on March 31st for the kickoff of the Herring River Restoration Construction Project. Federal and state officials will join community leaders to mark the start of construction of the Chequessett Neck bridge, the first and largest infrastructure component of the Herring River Restoration Project. All are welcome to attend.
- The Administration is working with the Division of Local Services to get free cash certified prior to Town Meeting. Additionally, the financial team is working with the auditors to wrap up the FY22 audit.
- The Administration continues to engage in collective bargain sessions with staff unions. We have tentative agreements with four of the five bargaining units.
- We continue to work closely with the Dredging Task Force to determine a suitable mitigation project to submit to the Army Corp of Engineers for a permit to dredge the mooring field.
- We are nearing the finalization of a lease agreement for Maurice's Campground. The Lessee has provided the Town will all necessary documentation.

Assessor

- Motor vehicle excise tax 1st commitment of 2023 issued February 14 with a due date of March 16 and is now on demand for those who have not paid. The 2nd commitment of the year will issue April 3 with a due date of May 3.
- 2nd half real estate tax bills will issue April 1 and are due May 1.
- We received 2 Appellate Tax Board appeals of real estate abatement denials thus far.
- Data collector Jennifer Kane is actively performing building permit and cyclical inspections in the field. She has about 625 permits to inspect by July 1.

Building

- 70 Main Street Appeal to Zoning Board of Appeals by Abutters, Michael A. Shannon & Bradley S. Reichard (“Applicants”) – Per M.G.L. c., 40A Sections 8 & 15 & Town of Wellfleet (“Town”) Zoning Bylaw Section 8.4.1 Appeal of Building Commissioner’s Zoning Compliance Determination Letter of February 22, 2023.
- Reviewing 2023 Business License applications.
- Conducting Annual inspections on existing buildings with Fire Department and Health Department.
- 49 Chequessett Neck Road - The Existing structure posted as, “Unsafe”, on December 22, 2022 at 3:30 p.m. has been demolished per approved demolition permit Issued by the Building Department on March 16, 2023.

Community Services

- The big news at the COA is that we have a new website. The address is www.wellfleetcoa.org and in addition, it is linked to the Town website. Click on COA on the Home Page.
- A Death Cafe led by Dawn from the Lily House will be happening in April. Talking about death is a social taboo in our society Come and explore that taboo.
- The Beach Office will open to the public on April 10th for in person sales and will be open until June 15. After June 15, in person sales will continue to be offered at the window. It will be open Monday to Friday 8am to 3pm until June 15 and seven days a week from 6/15 through Labor Day. Online sales will open the same day. Residents and Visitors will be able to pay online using either a Credit Card or their checking information. There is a fee associated with either method. For in person sales, all credit card sales will have a fee associated with them. We only accept in person checks from Residents and Owners. Cash is always accepted!

Harbormaster

- No Update

Health/Conservation

- We are continuing to distribute covid antigen test kits to residents and employees of local businesses. Our supply of antigen tests has finally dwindled to a case or two. Since I submitted my previous bullets, we have had 4 cases identified in the state reporting database (PCR Only). The County is currently in the low-risk category.
- We have been using our new inspectional software and equipment for food service inspections. The inspections take a bit more time however, the reports are more comprehensive and professional.
- We are continuing to work on the community fridge, indoor gardening, and hand pump well effort. In addition to the EOEA grant, we have submitted to ARPA, United Way, and are looking into the Cape Cod Foundation, and Cape Cod 5 for funding opportunities.

- Progress is continuing to be made on our septic and well viewer although we did have a technology glitch a few weeks ago and had to go back and reenter previously entered data. 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. Urban Harbors Institute has reached out to town staff and committee members to interview to assess needs, procedures, and future organizational goals to further regionalization efforts. These interviews will take place in the beginning of April and should provide relevant information from the Outer Cape Towns and see how best to move this effort further.
- Met with MA DEP representatives to review design and installation issues with provisional use enhanced I/A technologies. Came to resolution on several design logistics and await an update to the DEP Provisional Use Technology Approval letters.
- Met with Barnstable County MASSTEC staff, Brewster, Truro, Eastham, and Bourne representatives to review their EPA grant for RME work and to see how each town plans to move forward and how each community can assist the other to move TWMP's to permitting because of the nontraditional approach. Advocacy from Brewster and Eastham will be forthcoming in the coming weeks.
- Continuing work with the AG's office on an abandoned property. 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. The date for initiation of work has recently passed and the AG's office will follow up accordingly.
- Continue to meet with OCCS partners on Opioid settlement ideas. We have had several good meetings and will continue to meet to refine a proposal that we hope will support our communities.
- Working with the Barnstable County Public Health Nursing division we have brought nursing and nutritional services to the outer cape. In Wellfleet we have placed a nurse at the 246 kitchen community dinners on Tuesday evenings and the library on Thursdays from 10:30 – 12:30. The nursing staff provide blood pressure checks, blood glucose testing, and ask a public health nurse programming. This need was identified in our Health Needs Assessment. So far, the 246 kitchen has been a success but the numbers at the library have been very low. We worked with the media team and continue to publicize these opportunities.
- Next month we are hosting another chokesaver training and serve safe class for restaurant employees at the fire station. This is a requirement of the business license and the regulations and we are lucky to have the Cape Cod MRC and Barnstable County provide the training and certificates of completion.
- Working closely with OSC as they change leadership to ensure compliance and consistency with land management. Also assisting in the revision of the OS plan.
- In collaboration with the Police Department we are seeking to hire an Animal Inspector on a contract basis to work with the Animal Control Officer on animal inspections, barn book entries, and quarantine matters.

- Attended a Title 5 Seminar hosted by MEHA.
- Met with Shellfish Department and DMF to discuss water quality in Wellfleet Harbor. Will provide updated information to DMF to evaluate.
- Began issuing permits for the Pleasant Point Kayak Rack.
- Working with MA Audubon and Lt. Island Association on Kayak storage, enforcement, and BMP's.

Human Resources

- Recruitment & New Hire processing – Developing a process which includes interview questions relative to position, reference checks and onboarding process.
- Completed transition of HR functions from Treasurer department to HR.
- Draft medical insurance communication is going to be sent to Treasurer tomorrow for review/feedback.
- Christine Y and I will be attending Nauset Regional School District Benefits Fair on Friday
- Continued participation/learning contract negotiations.
- Working with Selectboard on completion of TA performance review
- Attended HR Network meeting
- Met with Directors regarding seasonal hiring

Fire

- EMT Brendan Cutting's first day at the Massachusetts Fire Academy, Bridgewater campus, is Monday, April 3rd. He will be attending the required full-time recruit class (10 week program) to earn his Firefighter I/II training and certifications. We are very confident that Brendan will succeed and exceed during the next 10 weeks and look forward to his graduation in June.
- EMT Rob Czujak has started his two (2) week orientation schedule as a full-time EMT with us. Rob's experience includes over two (2) years as an EMT with a busy private 911 based EMS/ambulance service in the metro Boston area and he is completing his Paramedic training late this Spring. Rob will be scheduled to attend the Massachusetts Fire Academy to earn his required Firefighter I/II certifications in the Fall. Rob and his family have vacationed on the outer Cape for many years and we truly welcome him to our WFD family.
- Deputy Chief Cappello and Lt. Gelatt will be inspecting the progress of the refurbishment of our recently purchased 2005 Seagrave, aerial ladder/pumper quint truck. This refurbishment is being done at Greenwood Emergency Vehicles in North Attleborough, MA, whom we have had a very successful business relationship with over the last ten years. We feel very optimistic that our "new to us" aerial will be in service, in Town by the middle of May and will faithfully serve our community for many years to come.

- We continue to monitor and keep up to date on the prospective changes with respect to the Lower Cape Ambulance Association's (LCAA) longevity as a 911 EMS service provider, and, discussions/possible extension of a contract or agreements between the LCAA and the Town's of Truro and Provincetown. This is a very fluid situation and most likely will continue to be so.
- In anticipation of next month's Annual Town Meeting, we continue to have discussions with the Town Moderator, Administration, various boards and committees, etc., as to how this Department can assist and be useful with respect to a well organized and successful Town Meeting.
- Finally, last month marked my tenth (10th) year anniversary as fire chief for our exceptional and wonderful Town and community. We have accomplished so much in the last ten years (personnel, staffing, apparatus, equipment, enhanced training and fire prevention, improved relationships, etc.). It has been truly a transformational time for this Department with thanks to everyone involved (Elected and appointed officials, our voters who have consistently supported our requests, our business and non-profit community, our Department members, and so many others). I am so grateful and humbled by everyone's support as to what we have accomplished so far. A very true and sincere thank you, to each of you for your assistance with our growth and success.

Library

- The Board of Trustees, along with the Director of the Wellfleet Public Library, invite the public to a Community Conversation on Wednesday, April 12th from 6:00-8:00 PM. This will be a facilitated event where the public will be able to help set the priorities for the next five years. This is your library! We want to know your thoughts, ideas, and gather your input so the library can best meet your needs as we navigate the future. Everything we do is with you in mind. So come be part of the process where we decide what comes next!

This meeting will take place at the Library at 55 West Main Street. We look forward to welcoming you! Questions? Please contact Jennifer Wertkin at Jennifer.wertkin@wellfleet-ma.gov

- The migration to our new system has gone fairly smoothly but there have been some glitches - especially with online subscription services such as Libby (eBooks). If you are having trouble logging in, your PIN/Password has reverted to the last four digits of your phone number on file. You can change this at the CLAMS link on our homepage (wellfleetlibrary.org). If you are experiencing problems or need assistance, please do not hesitate to contact us at 508-349-0310.
- We are partnering with Independence House to promote awareness of sexual assault during the month of April. As part of that, we will have a book display, a movie night (Tuesdays at 5:30), and a display of the "Clothesline Project" (clotheslineproject.org) which is a national project that started on Cape Cod in 1990 to address violence against women. The films are Roll Red Roll (April 4), Spotlight (April 11), The Accused (April 18), and Athlete A (April 25th). The Clothesline Project will be up on the 25th for viewing. There will be a discussion after each film. The idea behind this is to, "break the silence by talking about sexual violence."

- I met with Kathy Fletcher (new Executive Director of Preservation Hall) about ways that our organizations can partner. We have some exciting ideas and I really look forward to the future.

Police

- On Saturday March 18th, members of the police department (Chief Hurley, Detective Daley, Officer McGue and Officer Daley) participated in the annual Special Olympics Polar Plunge in Harwich. There were 150 participants ranging from members of Cape Cod police departments to members of the 74th Plymouth Police Academy class raising approximately \$41,000. The next scheduled event will be the annual Special Olympics Torch Run in May that runs from Provincetown to Bourne. Members of the department will carry the torch from the Truro line to the Eastham line on Thursday May 25th early morning.
- The Wellfleet Police Citizen's Academy six week program will be ending soon with a graduation scheduled for early April. The participants have had the opportunity to meet most members of the department during the program and have learned about topics ranging from overview of our operations, investigative functions, use of force, and beach patrols to name a few. The course is an opportunity for our citizens to become familiar with how their police department operates within the community and to interact with officers/dispatchers to learn about the job they do.
- Last month, Sergeant Michael Turner finished a three-part Leadership Course through FBI-LEEDA (Law Enforcement Executive Development Association). This national approved course is taught locally in Massachusetts and Sergeant Turner is the fourth member of the department who has successfully completed it. The course is divided into three parts with a Supervisor Leadership class, Command Leadership class and finally the Executive Leadership class. The department congratulates Sergeant Turner on this accomplishment and we appreciate the town's support of training our officers to the highest standards.

Public Works

1. DPW Administration
 - a. Submitted the EPA/NECRA reporting for DPW to EPA with the assistance of Barnstable County. DPW also assisted Police and Fire with preparing/obtaining data
 - b. Concluded collective bargaining meetings with Teamster's Union
 - c. Ongoing project management (meetings, grant reporting, accounting, contract review) for Herring River CNR Bridge and Low lying roads, Rt 6 Main Street and Pavement preservation, FD HVAC upgrades, Keller's Corner, Briar Lane, Powers Landing and Lt. Island Road
 - d. Attended BCR Meeting at Orleans DPW to discuss ideas for increased safety training/professional advancement training for DPW employees
 - e. Director Norton visited Ms. Shuemaker's Kindergarten class to read to them for Read Across America Month.
 - f. Director Norton attended and participated in the Low Lying Roads meeting coordinated by the Cape Cod Commission
 - g. Coordinating with Julie Simpson and Maurice's crew on the upcoming opening.
 - h. Administrative staff attended virtual procurement training (first of 3).
 - i. Advertised for Seasonal help. We have 6 total positions available (3/6 have been filled so far)
2. Facilities/Grounds

- a. Preparing Town facilities for upcoming season. Opening beach bathrooms to conduct annual water sampling for DEP. Turning on irrigation systems in early April.
 - b. With the assistance of SPAT, we are continuing restoration efforts of Baker's Field. More loam is being spread to prepare for a full hydroseeding of the field (anticipated first week of April). The field will be closed for approximately 3-4 weeks thereafter to allow for the grass to establish.
 - c. Installed new ceiling tiles at the Adult Community Center
 - d. Coordinated further repairs to the Shellfish/Beach sticker building
 - e. Solicited quotes for upcoming summer beach/town waste management
3. Highway Department
- a. Obtained a new paint machine with the use of MassDOT Winter Assistance Recovery Program (WRAP) funds. You will see this around Town in the Spring/Summer months to paint road line striping and sidewalks.
 - b. Continue hauling material out of the pit in preparation for Low lying roads project and for material stockpile for CNR bridge (revetment stones, clean fill, etc.)
 - c. Assisting clean up efforts at Maurice's Campground with extensive brush removal
 - d. Preparing for various drainage projects throughout Town
4. Transfer Station
- a. Foreman Cicale and Director Norton finalized discussions on rate increases that will be brought forth the Board of Health in the upcoming weeks.
 - b. Received a new front end loader that was approved at last year's Town Meeting
 - c. Planning for Amnesty Day that is tentatively scheduled for Saturday May 13th. (Flyer to be included in next Select Board consent agenda)
 - d. Food waste collaboration with the Wellfleet Elementary School is going very well

Recreation

- The Billingsgate Basketball all age Tournament, a Wellfleet recreation tradition, took place on March 17, after a three year covid-19 hiatus. Twenty-six teams from third and fourth grade through adult enthusiastically participated. It was great to be able to once again host this popular event.
- A scavenger hunt for middle and high school students will take place on Saturday April 29 in partnership with the Wellfleet Police Department as part of the Community Center without Walls initiative. Teams led by a WPD officer will work together to solve clues to get to the next destination until the final prize is reached.
- Adult beginner pickleball clinics will resume at the Wellfleet Elementary School in April. 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.
- The Popular After school activities: Futsal, wiffleball, crafts and teen game nights are continuing at Wellfleet Elementary School. A track and field program will begin in April.
- Planning is underway for the annual Easter Egg Hunt at Uncle Tim's Bridge which will take place on Saturday April 8 at 11:00.
- 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 Summer Recreation Programs for 2023, and Spring softball and T-ball.

Shellfish Department

- The Shellfish Department has been working closely with commercial shellfishing community, the Shellfish Advisory Board and the Dredging Task Force chair Chris Allgeier and member Curt Felix on identifying areas of the harbor that would be suitable for an oyster habitat restoration to use as mitigation for the Army Corps of Engineers requirement in order to obtain the federal dredging permit. We all met with the Mass. Division of Marine Fisheries as well because it is their regulations to which we must adhere as part of our Municipal Propagation Permit. By involving the shellfishing community, we ended up focusing on an entirely different area than originally planned because they identified Blackfish Creek as needing shellfish inputs, which we had not thought of previously. This area is actually a better solution for the short- and long-terms goals of the Town, as well. We continue to collect shellfishermen input in person and via email and are talking to folks as they work the tide. We also put an anonymous letter box outside our department for any shellfishermen's thoughts on this dredging mitigation project. Together, we are making lemonade out of lemons!
- The Herring River opened on March 10, and it is looking good. We have between 20-30 shellfishermen there every day. Many are then going to Chipman's Cove or Duck Creek and getting their limits there as well. It seems that markets are taking as many oysters as they can get their hands on, and this is good for our shellfishermen when grant work is still quiet.
- All of our oysters are out of the pits, and we continued to breakdown oyster bags from the pit. Johnny held a volunteer day to assist with breaking down and strapping bags to racks. We have 14 bags of big oysters that we will broadcast to the closure area in the Indian Neck recreational only are in preparation for its opening on June 1.
- We met with Audubon about the access way to the Lieutenant Island shellfishing area with the filled in mud hole. The evidence seen was not caused by commercial shellfishermen. We will add signage to try and keep two-wheel drive vehicles out.
- Shellfish Constable Nancy Civetta participated in two Selectboard meetings, one for the department budget and one for shellfish-grant related items.
- Nancy met with Shellfish Advisory Board about rewriting Egg Island regulations, and these were approved. Town Counsel made a few changes, but the regulation was deemed solid and advice to put a map with an outline in the regulations is being followed. We contacted all abutters via email. The Selectboard public hearing to review them is coming up next week.
- With the big negative tides, a bunch of stray oyster bags were discovered in the mud in Chipman's Cove. We contacted the grant holder about them, and he set to work to retrieve them, grabbing about 30 bags within the week.
- Many meetings were attended by Shellfish Department staff: Mass. Shellfish Officers' Assn., state Shellfish Advisory Panel, Town budget, building and seasonal hires, AmeriCorps "social" in Barnstable and mid-year site visit here, Health and Conservation

and our state biologist about a trend of deteriorating water quality in the Herring River and next steps with septic reviews.

- We assisted grant holders with our GPS in locating their boundary corners.
- We had a few minor catch confiscations for over limit fishing and will send out a Crier reminding folks that our limit is one level bushel basket, not a count of oysters.
- We did full Harbor water testing with the State.
- Our building got worked on to fix leaks and new siding!
- One individual came in to discuss hardship commercial shellfishing permit.

Town Clerk

- Waiting for the last day to object or withdraw candidate papers (Wednesday March 29, until 5pm) to finalize the ATE ballot so that we can send it to the printer.
- Once we have the ballots ready, we will start mailing out Vote by mail ballots, and allow in person absentee voting.
- Working on binding a backlog of vital records (from 2013).
- Working on finishing up the Street list (Town census) by April 15th.