



MEMORANDUM

TOWN OF WELFLEET MASSACHUSETTS 02667
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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 June 6, 2023 Select Board Meeting
Date: May 30, 2023

Administration

- We continue to lose critical staffing positions with little applications coming in for employment, The following positions are either vacant, occupied by an interim role, or will soon be vacant:
 - Assistant Town Administrator
 - Town Accountant / Finance Director
 - Health Director
 - Building Commissioner
 - Assistant Treasurer / Collector
 - Assistant Recreation Director
 - Committee Secretary
 - CPC Administrative Assistant
- The Selectboard continues to support the dredge mitigation efforts with the Army Corp of Engineers to dredge the mooring field within Wellfleet Harbor.
- We say goodbye to Lisa Souve who has served Wellfleet with admiration over the last few years. Her extensive accounting background will be missed around Town Hall, we wish her well as she returns to retirement.
- The Town Administration and Financial Team is shifting into year-end procedure as we wrap up the current and enter the new fiscal.
- The Town is juggling many large projects such as the Herring River Restoration Project, Route 6/Main St. Intersection improvements, Route 6 resurfacing project, Maurice campground development, 95 Lawrence Road Development, Dredging, Online Permitting, and many smaller scale projects. Please have patience with staff, contractors, and volunteers during this critical time for Wellfleet.

Building

- No Update

Community Services

Council on Aging

- The Friends of the COA advanced funds to Wayne Clough, recipient of a CPC grant to enhance the plantings surrounding the ACC. The initial work was done, weeding, cutting

back of existing plantings, pruning of existing trees and it looks much better. Sadly, the neglect because of lack of funds for the past three years had left the garden sadly depleted.

- Our exercise classes grow and change with the demands of the participants.
 - Aqua Aerobics begins in June and lasts through the end of August at Great Pond. Enrollment is already at capacity.
 - Tai Chi remains popular and averages 18 to 20 people each session\
 - Yoga is growing in popularity and the number of participants may dictate a second class each week
 - Chair yoga is a new offering for those who don't feel comfortable exercising on the mats on the floor.
- The Town of Orleans is willing to permit Wellfleet residents to attend their Adult Day program at the Orleans COA, room permitting starting on July 1. A generous bequest will fund Wellfleet's share of the cost for the first year. The IMA goes before the SB on June 6th for approval and signature by the Chair of the SB.

SOCIAL AND HUMAN SERVICES

- Vouchers: with the approval of Town Meeting and a positive vote at the polls, the Voucher program is now available to Wellfleet children from the age of one month up to five years and is also available to the children of Town employees. Each child is eligible for up to \$7,000 per year in tuition assistance and the assistance is paid directly to the schools upon receipt of verification of attendance by the child. Notices were sent out by mail to all the children in the age group listed on the Town Street Census the week after Town Meeting, a notice of the program was posted on the Town website and the notice was posted on Facebook.
- Social and Human Services Grants: All the agencies that were funded in FY23 were notified of the new round for FY24. This year, all notices and responses will be done electronically to save time and effort for all concerned. The due date for applications is June 10th at 4pm and the Social and Human Services committee will meet by ZOOM on Tuesday, June 13th to allocate the available funds voted by Town Meeting among the applying agencies. Any new agencies will be asked to attend the meeting so that the members can ask any questions about their services.

RECREATION

- Angel Robinson, who has been Wellfleet's Assistant Recreation Director since 1998, has submitted his resignation as of July 31, 2023. Becky Rosenberg, Rec Director, is working with HR to update the position description and the position should be advertised in July.
- Summer personnel are being hired and the Morning Rec and Extended Day Rec will begin in July.

BEACHES

- The Beach Office opened on April 11 to permit in person access to purchase Beach stickers, Transfer Station permits and Shellfish permits. To date, the combined revenue for the three departments is \$111,365.00, of which \$98,785 is Beach revenue.
- Throughout April and May, the office was open from 8am to 3pm and closed on Saturdays and Sundays. Beginning June 1, we will be open seven days a week from 9am to

4pm. People will be able to order online as well as walk up to one of the two windows and purchase their stickers in person.

- The CCNS amended its Compendium to prohibit open containers of alcohol and consumption of alcohol on Cahoon Hollow beach so that their regs are in line with long existing regs in the Wellfleet General Bylaws. The first big weekend, Memorial Day, went well and the combined efforts of the WPD and the CCNS will continue to enforce the regs all during the summer season. I'm grateful that nothing tragic has happened YET at Cahoon Hollow with the enormous crowds and the alcohol, but this enforcement will greatly reduce the chances of a tragedy occurring.

COMMISSION ON DISABILITIES

- As Community Services Director, I am now the Interim ADA Coordinator for the Town of Wellfleet. This will permit the Town to apply for ADA grants from the Massachusetts Commission on Disabilities. We will also be working on updating our plan because the last time it was submitted was 1994. The 1994 plan cites deficiencies in many of the Town buildings but at least four have been replaced or renovated since the report was issued; Town Hall, Fire Station, Police Station and Adult Community Center and they were all constructed to be ADA accessible. Becky Rosenberg, Rec Director, has asked that the first project be making the bandstand at the pier ADA accessible to allow all the children at the Square Dances to come up onto the stage and participate with the Square Dance callers.
- This year's round of grants opens on August 1 and close on August 31st and Wellfleet will be submitting a grant.

Harbormaster

- No Update

Health/Conservation

- No Update

Fire

- EMT Brendan Cutting will be graduating from the Massachusetts Fire Academy, Bridgewater campus, on Friday, June 16th. This will be the culmination of his ten (10) week on campus program to earn his Firefighter I/II training and certifications. We look forward to Brendan returning home and being here full-time.
- Congratulations to Firefighter/EMT Ryan Hickey who has completed the very last steps of his Paramedic training/requirements. On May 26th, Ryan was authorized to perform as a fully credentialed, permanent Paramedic. We are very proud of Ryan and are appreciative of his hard work in this regard.
- We have been in regular contact with Greenwood Emergency Vehicles in North Attleborough, MA with respect to the refurbishment and placement in service of our 2005 Seagrave, 75' aerial/pumper quint truck. Progress continues to move forward and we are striving for delivery of this truck back to Town by the last part of June.
- 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, the 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.

- On Friday, June 2nd, we will be conducting interviews for the two (2) new full-time Firefighter/Paramedic-EMT positions that were approved at the Annual Town Meeting this Spring. This is the first round of interviews of six (6) candidates.
- We are finishing up the specifications on the purchase of our new Ambulance which was approved at the Annual Town Meeting this Spring. With supply chain and related issues, it is not anticipated that this ambulance, once ordered, will be in service for at least eighteen (18) months.

Library

- We are gearing up for a *full* summer of programming for adults and children. We are excited about how the summer has shaped up, and have our schedule fully nailed down already. There are authors, speakers, poets, artists, actors, musicians, and demonstrations by a wide array of folks. It's going to be wildly successful.
- We have submitted our goals to the administration, with an eye towards what the public has already raised in our strategic planning. We are excited to shape the library's future, based on the needs and desires of the public. Look for a survey soon.
- The migration to our new system went well. The new catalog at clamsnet.org is very malleable and allows us to highlight our displays, right on the catalog front page. This boosts circulation and it's an exciting way for people who don't frequent the library to "see" our displays.
- We have just had an amazing month of classical music by Carl Banner and his musician associates. We cannot believe that our meeting room has been filled with these amazing free concerts. There will be one more in June - on Monday the 12th at 7:00 PM.
- To celebrate Juneteenth, the NAACP of Cape Cod and the Zion Union Heritage Museum is holding a film screening and discussion. The film is entitled, *Journeys in the Light: Democracy, Diversity and Myth in the Wake of the Mayflower*. This is Tuesday, June 13th, at 7:00 PM.

Police

- The department would like to recognize Officer Matthew McGue on a successful Scavenger Hunt for local kids and the second annual Touch a Truck event that was held at the Wellfleet Drive-In. Both events were a huge success along with raising money for Massachusetts Make-a-Wish with the dunk tank. I know that Officer McGue will be looking for a bigger Touch a Truck in 2024 so stay tuned!! In addition, he is also looking at putting together an adult Scavenger Hunt so stay tuned for that also!!
- The department continues to meet with its partners on the logistics for the 2023 Oyster Festival to be held in October. The team consists of Public Safety, SPAT organizers and MA Frazier to start locking down the footprint and security for the event. I feel we are well on our way to a safe, fun and successful festival this October.

- The department is currently working through applications and background checks to fill a vacant position, in hopes to have a candidate registered for an August MPTC Plymouth Police Academy this August 2023 with a graduation of February 2024.
- Memorial Day weekend was a huge success at Cahoon Hollow Beach with new regulations in place, over the weekend we had 20 buses, and 100% compliance with open container on Cahoon Hollow Beach. Officers and Rangers patrolled the beach and area throughout the weekend.
- As of Today May 30, 2023, All Officer have completed their annual 40 hours in-service to be in compliance with MPTC and POST commission.

Public Works

1. DPW Administration
 - a. Submitted the USDA/NRCS grant 1st quarter reports for Powers Landing, Kendrick Ave, and Lt Island road stormwater projects
 - b. Solicited quotes for seasonal waste management collection and selected Frazier as qualified low bidder for a one year contract with a 2 year option to renew
 - 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. Sent 30-day offer letters to owners along main street for the appraisal process of the Rt 6/Main Street intersection project. SB hearing is scheduled for June 6th.
 - e. Administrative staff attended virtual procurement training (3 out of 3 trainings completed).
 - f. Director Norton attended the monthly MPO meeting as an ex-officio member from the CCJTC
 - g. Director Norton and Asst. Director Morris attended continuing education classes for water licenses
 - h. We currently have 2 open seasonal positions available (4/6 have been filled so far)
2. Facilities/Grounds
 - a. Baker's field is re-opened after a successful restoration effort. We continue to prepare facilities for summer season, including repair and deployment of beach shacks. Long Pond has been refurbished with new stairs, walkway and addition of beach sand that was eroded/washed away.
 - b. Mowing/brushing has commenced throughout Town, including cemeteries
 - c. Various staff schedules have shifted for the upcoming summer season so we have coverage on the weekends
3. Highway Department
 - a. Line striped roadways including cross-walks using WRAP funding (Winter Recovery Assistance Program).
 - b. Street sweeping and flail mowing has commenced to prepare for summer season.
 - c. Asst. Director Morris and Foreman Russell completed the inspection of private paved roads for the 2023-2024 plowing season. Results of the inspection will be posted on the website in early to mid June.
 - d. Ongoing grading of public dirt roads across Town
 - e. In the next week or so we will be mobilizing to Pond Ave in Pleasant Point to implement some drainage improvements

- f. Lawrence Lynch has been hired to fix the rutting and pavement deterioration across from Eldridge Books at the intersection of Main and East Commercial. We expect them to mobilize in the next week or so
4. Transfer Station
 - a. Rate increases to be discussed at the 6/6 SB meeting and voted at the 6/14 BOH meeting.
 - b. Received a new Mack Roll off truck that will be used for hauling solid waste/recycling to various material recycling/processing facilities
 - c. Amnesty Day was very successful this year. We had a full staff and operations went smoothly.

Recreation

- Spring has been an eventful time for the Recreation Department. In addition to two spirited T-ball teams, the Department sponsored classes in hiking and foraging with naturalist Elspeth Hay, Crafts with Carrie, taught by local artist Carrie Rushby and Running and Track led by accomplished runner Mollie Baird. These programs were all part of the Community Center without walls initiative.
- The Easter Egg hunt at Uncle Tim's bridge was another big success with 300 hunters participating.
- A scavenger hunt for middle and high school students took place on Saturday April 29 in partnership with the Wellfleet Police Department. Four Teams led by police officers from four towns escorted participants to different clue points around the Outer Cape. It was a wonderful experience for all involved, as the officers reported having as much fun as the kids! Many thanks to WPD, especially officer Matt McCue for organizing the event.
- The Friday teen activity nights continued through May with planning for a bonfire at the beach in June underway.
- Pickleball round robins are held at the outdoor Mayo Beach Courts four days per week.
- Registration has begun for the Morning and afternoon recreation and Gull Pond Swim programs as both programs are almost full.
- A full list of summer activities as Well as the Music at Mayo Concert Schedule can be found on the Town of Wellfleet website.

Shellfish Department

- No Update

Town Clerk

- Working on completing the final meeting minutes for ATM
- Working on completing all the reporting to different State agencies after ATM
 - By-laws to the AG's office
 - Loan authorizations & recap info to the DLS
- Kings Information Systems will be here for two days this week updating our Archival system, at Town hall, DPW and FD buildings.

- Marriage license season has started.
- June will be very busy with a Clerk's conference the 7th, 8 and 9th , as well as a Clerk's mentoring session in Dennis on the 13th , and a Cape Clerk's meeting on the 16th.
- Public Records requests.