



# 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 August 8, 2023 Select Board Meeting  
Date: August 3, 2023

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## Administration

- The OneCape summit hosted by the Cape Cod Commission was once again an excellent display of the 15 Cape Cod communities working collaboratively on addressing housing, wastewater, and other local challenges we face. The event was attended by many communities with excellent guest speakers and breakout sessions.
- The Special Town Meeting Warrant will close on August 15<sup>th</sup>, 2023 with the actual meeting be held on Monday September 18<sup>th</sup> starting at 6pm. We plan to offer childcare for those parents that wish to attend the meeting, be on the lookout for registration information on the Towns website.
- The dredge mitigation plan has been submitted to the Army Corp of Engineers and we are awaiting the issuance of a permit to dredge the mooring field. Should we receive the permit in the next few weeks we plan to award the dredge contract to the lowest responsive and responsible bidder.
- 95 Lawrence Rd WWTF  
Representatives of Onsite engineers will be seeking placement on the August 8 Select Board agenda seeking approval of the layout and location of the facility. This is a critical path item as the next step will be to seek a Groundwater Discharge Permit from DEP. Without approval of the location and layout of the plant; the design cannot proceed, and the permit application will be delayed. The developer's engineer and the developer have approved the location and layout.
- The engineer has committed to providing a cost estimate for the Special Town Meeting Warrant on or before August 2, 2023. Jay Norton is in the loop and will aid in the Board presentation.
- Municipal Fiber Grant  
The Municipal Fiber project kicked-off last week. Josh Yeston has drafted a preliminary scope for an RFP. We need to circle back with Barnstable County IT on some administrative and technical issues. We would expect that we will be able to issue an RFP in the Fall. It is possible that this can be done under an existing State contract, however we need to do some further research.
- On-line permitting.

We are in the process of determining the status of bringing Administration, Building, Health, and Conservation online. Last week ATA met with town staff and this week we will meet with OpenGov. The ATA will provide a separate report early next week. It is likely that most of these departments will be able to go live shortly after Labor Day.

- Recruitment of Applicants for various vacancies  
Working with the HR Director we have held three interview for Asst. Treasurer and Collector and will hold 4 interviews for ATA next week. All job postings have been renewed.
- Water Rate Study  
We have met with the chair of the Water Commissioners and have a meeting scheduled with the water rate study consultant on Thursday morning. We hope to be able to put together a water rate methodology proposal in a few weeks.

### Building

- No Update

### Collector

- The search for a new assistant Treasurer/Collector continues. We had one very promising interview on Tuesday the 25<sup>th</sup> of July.
- The fourth commitment for 2023 motor vehicle excise tax bills from the registry will be issued August 1<sup>st</sup> and due the 31<sup>st</sup>. At the same time I have demands issuing for motor vehicle excise commitment #3.
- I've started the first part of collections of the outstanding 2022 real estate bills. There are 49 still outstanding. July 25<sup>th</sup> balance statements went to all 49 owners. After the 2 weeks is up, I will be contacting our tax attorney regarding tax taking proceedings. The amount of tax outstanding is \$80,611., with the fees and interest it is \$95,632.
- Personal property bills continue to get paid when they are flagged at the beach sticker office. There are 98 outstanding bills left for 2022 and 54 from 2021. Good work sticker office!
- I will be gone August 15-18 to attend the annual treasurer/collector school at UMASS in Amherst.

### Community Services

#### **Council on Aging**

- Thanks to Sally Largey, our Outreach Coordinator, the COA was in the parade for the first time!



- The van took Second Place in their division.
- Memoir Writing with Mary Hamlin on Tuesdays – call for information
- On July 17th, there was a public forum presented by the Veterans Administration as part of the newly formed collaboration between the VA and the Wellfleet COA.

## SOCIAL AND HUMAN SERVICES

- The Social and Human Services Committee convened on July 5 to review the responses to the RFPs and allocate available funds. The total allocation for FY24 for grants is \$80,000.

Agency	FY24 Funding
Cape Abilities	\$ 2,000.00
Cape Cod Children's Place	\$ 10,000.00
Elder Services (MOW)	\$ 2,500.00
Food 4 Kids	\$ 3,000.00
Helping Our Women	\$ 5,000.00
Homeless Prevention Council	\$ 15,000.00
Housing Assistance Corporation	\$ 2,500.00
Independence House	\$ 4,700.00
Lower Cape Outreach Council	\$ 10,000.00
Mass Appeal	\$ 6,800.00
Mustard Seed Kitchen	\$ 4,000.00
South Coastal Counties Legal Services	\$ 2,000.00
Wellfleet Montessori School	\$ 2,500.00
Outer Cape Health Services	\$ 10,000.00
	<b>\$ 80,000.00</b>

- Navigator (voted at ATM) - \$25,000
- Childcare/Preschool Vouchers - \$275,000
  - Applications close on August 1
  - Report will be submitted in the next Department Update

## **BEACHES**

- Numbers are down from 2022 especially at White Crest because of the poor weather
  - 2022 (through 7/28) - \$92,250 – 3075 paid parking
  - 2023 (through 7/28) - \$67,680 - 2260 paid parking
  - (\$24,570) as of 7/28.
- Year to date
  - 2022 – \$810,345
  - 2023 – \$809,965
  - (\$380) in the negative over last year

## Harbormaster

- No Update

## Health/Conservation

- No Update

## Fire

- Our two (2) newest hires will officially start employment with us on August 3, 2023. Firefighter/Paramedic Luke Walsh comes to us fully trained to include State Fire Academy certified from the West Barnstable Fire Department. EMT Kenyon Keyes is a graduate of the Massachusetts Maritime Academy and has five (5) years of experience on oil drilling rigs in the Gulf of Mexico. Kenyon will be a provisional employee, filling in for a member who is on a long term injury. Both gentlemen will go through a two (2) week orientation program and then will be assigned to their respective work groups. We welcome both Luke and Kenyon to our Fire Department family.
- Deputy Chief Cappello and Chief Pauley recently completed a comprehensive fire and life safety inspection of the two main buildings located at 70 Main Street otherwise known as the Copper Swan. Numerous violations and concerns of the Massachusetts Comprehensive Fire Safety Code were found. A detailed report has been submitted to the owners of the property and we will be working with them to gain compliance with the Code(s).
- We continue to work with the Nauset School District and Rustic Fire Protection relative to the installation of the new automatic fire sprinkler system at the Wellfleet Elementary School. This is a significant project for this existing building, but, work appears to be on schedule as planned.
- In terms of the annual summer season, we continue to be busy with requests for emergency assistance. I would be remiss if I again, did not mention the excellent cooperation this Department has with our Wellfleet Life Guards when we respond to medical emergencies on the Town owned beaches. The relationship between our Firefighter Paramedics/EMTs, and, the Lifeguards has been remarkable and we truly consider them as equal public safety partners for our community. Often times, when we arrive to a medical emergency the lifeguards have already initiated some type of patient care, gathering of pertinent patient information, etc. We thank them for their professionalism, dedication and true compassion in patient care.

## Library

- As part of our strategic planning, we are soliciting community feedback via a survey. It is not very long, and we are asking people to be thoughtful in their responses so we can go forward in planning for the future. Please visit our survey at [Tinyurl.com/WellfleetLibrary](https://tinyurl.com/WellfleetLibrary). You can also go to our homepage at [wellfleetlibrary.org](https://wellfleetlibrary.org) and scan the QR code or look on our social media and see the link there.
- Local artist, Robert Henry, will be having a monthlong exhibit here (July 31-September 1). We will be holding a reception on his 90th Birthday, Saturday, August 5th, from 5-7 pm. We are so fortunate to have such a wonderful space for a gallery as well as a multitude of other events - we could not be more pleased to be hosting Robert Henry on this special day.
- As you may or may not know, I am the Town liaison to the Wellfleet Cultural District. I have been involved with the District since its inception, and we have struggled to get traction because of so much employee turnover and various other factors. We finally have an incredible consultant and had our first Steering Committee meeting of local stakeholders at the Library on July 31st. We are formulating a path going forward and are really excited to see so many years of hard work finally coming to fruition. Please check out the District's homepage on [Wellfleetculturaldistrict.org](https://Wellfleetculturaldistrict.org)
- The Friends of the Wellfleet Library annual Distinguished Speaker series will be held at the Congregational Church on Thursday, August 10th. This year, the Friends are welcoming NPR Legal Affairs Correspondent, Nina Totenberg. This event sold out in four days! We are thrilled with the reception from the community. Proceeds from this event fund such things as our Youth Services programming and our Music programming as no programming funds are in our operating budget at all.
- Richard Rothstein, renowned author of the important work, *The Color of Law*, has published a follow-up book (with his daughter, Leah,) called *Just Action: how to challenge segregation enacted under the color of law*. We are thrilled to be hosting this event on Sunday, August 13th at 7:00 PM.
- I am currently working on our Annual Report Information Survey (ARIS) which is required by the Mass. Board of Library Commissioners. It's one of two large-scale reports that I have to complete each year. This one counts everything - from attendance to holdings to circulations. It's complicated by the fact that we migrated systems halfway through the reporting year!

## Police

- 4th of July Parade was a success with little disruption to the town.
- Hiring update.  
Our last appointee failed to complete all requirements for the hiring process and is no longer in the process. We are currently accepting applications and have two individuals who are moving forward in the hiring process. If all goes well, we plan to bring them forward to the board of selectman soon for appointment, thereafter both Student officers will attend an academy in the fall.
- The Department and the National Seashore's policy restricting alcohol at Cahoon Hollow Beach is showing to be successful with a large reduction in chartered busses. A full report will be presented after labor day.

- The recently promoted members of the Department, Lieutenant Turner, Sergeant Daley, and Sergeant Braun continue to assimilate their new positions. All three will be attending specialized training for their positions sometime in the fall.
- Most projects have been on hold as we continue our busy season.

### Public Works

- DPW Administration
  - a. Director Norton met with interim Assistant Town Administrator (ATA) David Colton to review projects that were given to Norton to oversee during the transition from former ATA Roughley.
  - b. An advertisement is active for Loader Operator/Laborer position at the Transfer Station. We hired within for the new Building Custodian position.
  - c. We currently have 2 open seasonal positions still available (4/6 have been filled so far)
  - d. All Capital projects/items approved at ATM 2023 are being ordered and/or worked on.
  - e. Capital Improvement Plan for FY 25 budget review will commence in August. Director Norton and Assistant Director Morris will be meeting individually with the Foremen of Facilities, Transfer Station and Highways to participate in that process
  - f. We continue to move forward with NRCS drainage projects at Kendrick Ave, Powers Landing, and Lt Island Road, as well as the culvert replacement project at Briar Lane/Ryder Ct.
  - g. Herring River Restoration Project is running smoothly and the DPW posts monthly updates on Facebook to inform the public of the progress.
  - h. Assistant Director Morris has been tasked with lining up various training/safety courses for staff for the fall.
- Facilities/Grounds
  - a. Mowing/brushing continues throughout Town, including cemeteries
  - b. Continue to assist other departments (Beach/Rec, etc.)
  - c. Staff is busy keeping up with facility maintenance and making sure HVAC systems are operating effectively
- Highway Department
  - a. Line striped parking lots throughout Town
  - b. Roadside brushing and mowing continues for the summer season.
  - c. Requests to grade dirt roads are at an all-time high with all the rain we've had. It's becoming burdensome and time consuming to keep responding to these requests over and over again. Most of the time the roads aren't nearly as bad as how they are described to us from the complainant. We are thinking about coming up with a policy with some guidelines/standards that will help us manage these requests more efficiently and effectively.
  - d. Next week we will be sweeping and cleaning roadsides for the upcoming Pan Mass Challenge.
- Transfer Station
  - a. Awaiting a Board of Health meeting to ratify the rate increases discussed with the Selectboard and BOH.
  - b. Utilizing the new Mack Roll off truck with hauling solid waste/recycling to various material recycling/processing facilities
  - c. We ordered the Pup trailer for the roll off truck that was approved at ATM 2023.

- d. We are moving forward with the swap shop replacement project and intend on having a new building in place mid 2024

### Recreation

- Summer Recreation Programs are in Full swing with excellent staff at both the Baker's Field and Gull Pond Swim Programs with everyone enjoying the first truly restriction free summer since 2019. Square Dances and Music at Mayo Concerts are also very well attended and popular.
- The Department is hosting an informal retirement party for longtime assistant director Angel Robinson on Friday August 18 during disco night from 6 :30-9:30 at the Baker's Field Pavilion to congratulate Angel for 22 years of service to the Town.
- The Wellfleet Post Office will be doing a stamp dedication of the newly minted "art of the skateboard stamp" at the Wellfleet Park during the annual skateboard park competition on August 19 at 10:00 AM. Postmistress Joselyn Prudeaux said that the post office wants to help highlight the success of the Wellfleet park, especially the sense of community fostered by skaters of all ages,. Skateboard artwork celebrated on the stamp, reflects, reality, incorporating raw, creative designs which highlight the diversity of this culture and our country. The Art of the Skateboard stamps feature four unique designs created by skateboarders-turned-artists
- Extensive planning is underway fall programming.
- Pickleball round robins and clinics are offered 6 days per week in July and August for all levels of play. With the availability of six courts, pickleball is the fastest growing activity offered.
- A full list of summer and all recreation activities as well as the Music at Mayo Concert Schedule can be found on the Town of Wellfleet website.

### Shellfish Department

#### **Enforcement**

- We continued grant inspections. We have completed 39 so far and will need to return to five of them for a re-check of tags. There are a total of 160 grants in Wellfleet, equaling 109 farms.
- We are monitoring 13 farms for minimum productivity, three for derelict gear removal and two new farms for gear and seed investments.
- We performed a dozen random full state vibrio checks on farmers and commercial shellfishermen. The state asks us to complete one for each grant holder over the course of the vibrio season. There are 131 grant holders.
- Checked tags on hats in Cove. In March of 2022, the Selectboard voted to require all hat gear to be tagged, and this year we have nearly 100% compliance (just one collection of hats with unreadable tags and one person whose hats weren't tagged; we will follow up). We also checked spat on hats – and you can already see juvenile oysters so it seems like it was an incredible set!

- Received a call about a mysterious boat fishing harbor with drag rigging. Turned out to be a man trying to get bait.
- Responded to a complaint from a farmer about another farmer taking oysters from his bed and putting them on their bed.
- Verbal warnings given to commercial shellfishermen for not having vibrio logbooks on them.
- We confiscated oysters from two commercial shellfishermen, one for seed and another for not meeting the two-hour vibrio time window from exposure. A written warning was issued for the seed violation.
- We have received three complaints of driving too fast on the beach. We will put a reminder in a Crier.

### **Propagation**

- We stripped clam nets off the grant, and Johnny dug and relayed clams to the Indian Neck recreational area.
- We finished tagging all of our hats in the Cove and on our grant. Tags also put on all shell bag gear in the Cove.
- Planted 180,000 oyster seed: 100,000 was the department order; 80,000 was for dredging mitigation.
- Broke down early seed into lesser density bags. In process of strapping them down to racks.

### **Recreational Fishery**

- The majority of people are harvesting well and are happy and asking questions to learn more!
- We are encountering problems with permit holders bringing too many other people with them and letting them harvest on their permit, which the Town regulations do not allow.
- We have also found renters using homeowners' permits and friends using friends' permits, yet permits are non-transferable. A compounding problem is that these folks arrive without a gauge or even a basket and have no idea what they are doing as they don't receive our email communications. We will be issuing a Crier soon to remind people that their permits are not transferable.
- We have issued a half dozen seed warnings by marking people's permits with an "S" and many verbal warnings.

### **State**

- State water quality testing done on 7/6: We had a bad reading in the conditional (currently open) area where the two candy striped poles marking the closure line are. The state spoke with us about possible early closure if another bad result comes back; we discussed other ideas such as leaving an area open far away from the bad reading. We sent emails out to Cape Cod Commission, Friends of Herring River, Center for Coastal Studies (CCS), etc. to request water flow data to understand how fecal coliform might be traveling within the system. The state's 7/27 samples all came back clean; they'll sample again in mid-August. Herring River remains open.
- State brought FDA on an inspection to monitor how the National Shellfish Sanitation Program is working in Wellfleet. They focused on pier transfers and dealers. We got good reports back.
- Sent Selectboard's seasonal Deputy Shellfish Constable appointment letter to MADMF.

### **Dredging Mitigation**



- Nancy and Johnny both attended dredging mitigation meetings with Army Corps.
- Nancy met with Dan at GEI about mitigation inputs and edited mitigation map area and added two sample points. All updates were submitted to working group and Selectboard in advance of their July 18 meeting.

#### **Other**

- Nancy attended two Selectboard meetings; one with 16 shellfish agenda items.
- Johnny and Chris participated in a meeting about bamboo worms throughout the harbor with science partners from CCS and Cape Cod Cooperative Extension.
- Received new truck, got it registered and had Wellfleet Shellfish Dept. logo painted on both new trucks (CIP FY23 and FY24).
- Nancy and Johnny conducted final AmeriCorps member evaluation and team held a thank you goodbye. Our member won the AmeriCorps Cape Cod award ... go Henry!
- Chris hurt his back lifting outboard motor on barge.
- Nancy fulfilled another public records request from Jude Ahern regarding communications with Michael DeVasto and Kathleen Murphy. Working on another about correspondence with National Park Service regarding clutching in the Herring River per the Town's order of conditions.
- Nancy is also preparing responses to two complaints filed by Ms. Ahern: She filed second complaint with the Mass. Dept. of Environmental Protection and also filed one with the Wellfleet Conservation Commission – both about the department's clutching operations and the Order of Conditions.

#### Town Clerk

- Preparations for the Special Town Election including Vote by Mail application processing and setting up nomination papers.
- Marriage licenses.
- Ongoing work on public records requests, vital records, voter registration, and Raffle permits.