



# MEMORANDUM

---

TOWN OF WELFLEET 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 September 27, 2022 Select Board Meeting  
Date: September 20, 2022

---

## Administration

- Town Administration met with the Executive Office of Energy and Environmental Affairs Secretary Beth Cards and Department of Fish and Games Commissioner Ron Amidon to celebrate the Town's recent \$22.7 million dollar award from the Division of Ecological Restoration.
- We are anticipating another grant award from the National Oceanic Atmospheric Administration (NOAA) to contribute toward the Herring River Restoration Project. An announcement of award may be as soon as Tuesday September 27, 2022.
- Construction bids for the Chequessett Neck Road Bridge Improvements were opened on September 22, 2022. The bids are currently being approved and it is anticipated that a Notice of Award would be approved at the October 4<sup>th</sup>, 2022 Selectboard meeting.
- United Site Services is terminated and will be removing their units on 10/10. We are in the process of getting quotes to get us through the end of the Fiscal Year. We are also going to be doing our own bids from now on and moving to a fiscal year contract starting FY24.
- We are moving forward with our Housing Production plan with our consultant, J.M. Goldson. They plan on doing a community forum, meet with focus groups, lead a community tour, and will have monthly check ins with our working group. The process start to finish should be approximately 4 months.
- The 95 Lawrence 40B Comprehensive public hearings are wrapped up for the summer! The ZBA starts deliberation on 9/22 and will be issuing a decision in 1-2 meetings. Updates to follow on this exciting step towards affordable housing in Wellfleet.

## 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.
- 1065 State Highway Route 6 – Coordinate with Town Counsel on preparation of my affidavit as the Building Commissioner for the Town of Wellfleet to be included in the motion for injunction to be filed with the Land Court.

- Review proposed Oyster Fest site plan and tent permit applications as provided by SPAT.

## Community Services

### Council on Aging

- As you are aware, the vacancy created by the retirement of Linda Balch was filled by Sally Largey, who has been the Front Desk person here for 18 years. That vacancy was a crucial one, because the front desk person is the clearing house for everything that happens at the COA/ACC. We advertised, interviewed four people and selected Chelsea Micks, who will start on 9/26. Chelsea was born and raised in Wellfleet and educated at Nauset. Please stop by and introduce yourselves on or after the 26th! We are all looking forward to having Chelsea on our team.

### Beach Program

- In collaboration with the DPW and the Commission on Disabilities, I am putting together a request for funding from the CPA to create handicapped access at two beaches and to upgrade the existing access at two ponds. The beaches are Mayo and Indian Neck and the ponds are Long Pond and Gull Pond. The Commission is working on a grant that would provide funding for a consultant to determine the handicapped access needs in Wellfleet so that a long range plan to execution and funding can be put into place.

### Social and Human Services

- On Thursday, September 15, I attended the startup meeting of the Barnstable County Regional Emergency Planning Committee Communication and Technology working group at the invitation of Sean O'Brien, Director of Health and Environment for Barnstable County. It consists of representatives from all the Towns and entities on Cape Cod that deal with emergency planning as it is impacted by communications and technology. This includes the County Commission, the Assembly, the Sheriff's office, local PDs and FDs, the White Shark Conservancy, the CCNS, the CC Ocean Community and the CC Chamber of Commerce. The working group will meet monthly to identify needs and to explore how to fulfill those needs.

## Harbormaster

- Friends of the Harbor: We have been asked by several members of the community if we could establish a friends of the harbor volunteer group. The interest lies in helping out at the Harbor on occasion to do maintenance, fix it's, repairs, painting, etc. Many have reached out to form what would be similar to Friends of the Seashore, as most of the people spend a lot of time at the Harbor and have a particular love for it and would like to help out on occasion with a smaller commitment to fit their lifestyle.
- Update Harbormaster site: We are working on the Harbormaster page on the Town website. The page needs to have the current information updated and old information removed. It seems to be a bit archaic, and we will do what we can to spruce it up.
- Maintenance: Our favorite time of year, when we finally slow down enough to solve a lot of the small issues at the Marina which, adds up! This includes but is certainly not limited to building even more new docks!!! Everyone is excited that materials are on the way for us to build what we can in our down time!

## Health/Conservation

- We are continuing to distribute covid antigen test kits to residents and employees of local businesses. Recently the state allowed us to place another order for tests and they should be arriving this week. We will continue to distribute tests until we run out. I expect this to be the last push of tests from the State. In the previous month we have had 2 positives tests identified on our online reporting tool and 17 identified in the state reporting database (PCR Only).
- The BOH is holding 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 will be a hybrid meeting available on zoom or in person at the Adult Community Center at 5:30 pm. Notification will go out in the tax bill.
- MA DEP will hold a hybrid public meeting on Wednesday September 28th at 2:00 pm at the Wellfleet Adult Community Center to discuss TMDL report findings and receive public comments on the reports. To participate via Zoom you must register in advance of the meeting.
- Cyanobacteria growth rates in the ponds were all at acceptable levels this week and we are continuing to monitor them through mid-November. We have no recreational beach advisories currently.
- AmeriCorps Cape Cod has seen a decrease in recruitment numbers and individual placements are being scaled back. We are hopeful that we will be able to have a member at least one day a week. If not, we have a lengthy list of service projects for group service days.
- We partnered with Outer Cape Community Solutions (OCCS), Eastham, Truro, and Provincetown to submit a grant application to Cape Cod Healthcare in the amount of \$30,000.00 to fund enhanced Winter Wednesday programming. The new partnership with OCCS will allow us to offer programming for youth as well as enhanced outreach and coordination. This is a really exciting development!
- We are working on a Letter of Intent to Barnstable County with the same partners for ARPA funding. We intend to submit for the small to medium project range and hope to be able to bolster our Navigator programming to include, a Crisis Physician, an RN, and a CNA. We are also trying to develop a drop in center for services that would rotate through all four towns. This need was clearly identified in our public health assessment.
- We received word from the State that we were awarded around \$550,000.00 in grant funding to continue our Coastal Resiliency Project with Eastham, Truro, and Provincetown to allow us to continue to work on shoreline management planning for the next two fiscal years.
- Enforcement letters went out to various property owners for housing code, WEPR, and food code violations.

## Fire

- We are presently onboarding (pre-employment physicals, background checks, CORI checks, etc.) the two (2) new Firefighter/EMTs that were given conditional offers of

employment earlier this month. We are hoping that both of these individuals will be starting employment with the Department in the very near future.

- With the assistance of our Assistant Town Administrator we have received one (1) bid to rehabilitate and make improvements to our recently acquired 2005 Seagrave, 75' Aerial/1500 GPM pump Quint that was purchased from the Town of Wellesley this Spring. We will be thoroughly reviewing this bid for accuracy and completeness.
- We are in regular contact, conversations and planning mode with SPAT and other Town Departments for the upcoming Oyster Fest in October. As this is a new venue, we need to plan accordingly with fire apparatus, ambulance, rescue equipment, etc., placement and deployment. To date, conversations and planning have been fruitful and positive.

### Library

- I submitted my first to two state reports to the Massachusetts Board of Library Commissioners. This one was the Annual Report Information Survey (ARIS) which tracks everything trackable - including our attendance, circulation & holdings (divided into different item type as well as adult/juvenile) number of events, staff, etc. It is time consuming but necessary. We are happy that libraries are rebounding!
- Along with many libraries across the Commonwealth, we are participating in Climate Prep Week this year (Sept. 24-30th) which asks institutions to host climate change activities and events - highlighting issues that may be of specific importance in a particular area. We are welcoming Carol "Krill" Carson to speak about Ocean Sunfish and Climate Change. This is on September 26th at 7:00 PM. This event is taking place at the library. There are many other events around the Cape and MA. Check out the schedule at [Climatecrew.org](http://Climatecrew.org). It's impressive.
- We are partnering with SPAT to host events several events during Oysterfest Month! Stay tuned for more information.

### Police

- This past spring Lieutenant LaRocco applied for the Municipal Road Safety (MRS) Program Grant from the Executive Office of Public Safety. Last week the department was notified on the grant status, **Chief Michael Hurley, Congratulations! I am pleased to inform you that your department has been awarded a grant for the FFY23 Municipal Road Safety (MRS) Program in the amount of \$19,984.** The grant will cover over time costs for Traffic Enforcement, Child Safety Seat Inspections, and monies for Bicycle Helmets. The department will continue to pursue grant opportunities to offset public safety costs to the community.
- On Saturday September 17th the department held a full day training for all sworn and civilian staff covering topics ranging from active shooter, electronic citations, emergency dispatch and other day to day operational concerns/issues. Thank you to retired dispatcher Jan Worthington for covering the desk and to the Truro Police Department for covering our calls during the day long training. This will be an annual event for the department to keep staff integrated with best methods/practices, open lines of communication and staff team building.
- Coordinating and completing operational plans for this year's Oyster Festival weekend (October 15th & October 16th). I would like to thank town departments who, as always,

have stepped up to the plate to make this event a success along with SPAT for their continued support and cooperation.

### Public Works

- DPW Administration
  - a. DPW Administration has been working with the Herring River Technical Team on preparing and administering addendums for both the Chequessett Neck River (CNR) Bridge RFP and the Owners Project Representative (OPR) RFP.
  - b. Related to the recent Natural Resources Conservation Service (NRCS) grant awards, we are beginning to develop scopes for Powers Landing, Kendrick Ave and Lieutenant Island Road.
  - c. Coordinating the 10 year capital plan, reaching out to contractors for quotes and forecasting improvements for all departments of the DPW
- Facilities/Grounds
  - d. Roof replacement will begin within the next few weeks on the front portico structure at the Library
  - e. We will be servicing various boilers in town buildings
  - f. Conducted kick off meeting with the Department of Energy Resources (DOER) and Cape Light Compact (CLC) for the HVAC system upgrades at the Fire Department through use of Green Communities Grant funding
- Highway
  - g. Starting to prepare for snow and ice operations – checking plows, sanders and inventory for cutting edges. Will be engaging our private contractors soon to get them on board for the 2022-2023 winter season
  - h. As the season winds down, we have been assisting the beach department with various projects such as removal of stairs at Gull Pond, securing floating docks for the season and taking down signs across town.
  - i. We continue to work with the Police Department on the 25 MPH sign replacement project on numerous Town roads. I would estimate we are about 80% complete with that project.
- Transfer Station
  - j. The transfer station is back to normal operating hours of Fri-Tues (Closed Wed/Thurs) and most of our summer help has left.
  - k. We are beginning to develop a report of the current operations including but not limited to revenue/profit/operational costs and analyzing the rate structure

### Recreation

- Rec Soccer practices have begun, and Wellfleet has six teams competing in grades K-6, with 90 children participating. Many thanks to volunteer coaches for donating their time. Games for grades 3-6 begin on 9/24.
- Recreation is hosting three activities over Columbus Day Weekend as part of Oysterfest activities. On Friday 10/7, 5-9 PM, Block Party at the Baker's Field Pavilion with Pan Neubean Steel Band Concert and Food trucks, Saturday 10/8, 10 AM-Noon Pickleball Round Robin, Sunday 10/9, 9:00 AM, 22nd Annual Shuck and Run 5K Road Race. Check the website for more information.
- The Recreation Department is in the process of applying for a CPC grant to replace the bandstand awning at the end of the pier. There is much support for this project as it is a beautiful location for events and performances. The Baker's Field Pavilion has been utilized successfully for events such as wedding receptions and graduation parties. The

upgraded pavilion will enable the Town to utilize the pier location for similar purposes as\* few Town's have public property right on the water with such beautiful views. The goal is for the Town to host more events at the pier location and to be able to generate revenue through use of Town property applications.

### Shellfish Department

- We have continued to propagate the Indian Neck recreational only area with oysters and clams from our grant and given the closing of the Herring River and that Chipman's Cove won't open until the end of October, we have also begun distributing oysters and clams to commercial areas. We have also been breaking down oyster seed into lower densities. Next up: breaking down our hat seed!
- We planted clam seed as part of a study with Roger Williams University and Barnstable County Cape Cod Cooperative Extension. This is the beginning of an experiment to see if different strains of quahog seed are more resistant than others to neoplasia, a leukemia-like disease that kills the clams, even though it is not harmful to humans. This information will be useful to shellfish farmers across Barnstable County and beyond. Aquacultural Research Corporation (ARC) is also an invested partner and spawned clams that survived neoplasia in Wellfleet as well as a control set of clams for this study. We are so thankful to all for this scientific collaboration!
- Assistant Shellfish Constable John Mankevetch and Deputy Shellfish Constable Jordan Halloran participated in a Mass. Shellfish Officers Assn. meeting in Yarmouth. They brought back lots of good information about federal and state shellfish priorities for the future.
- The dragger fishery has been very active with more boats going and harvesting both oysters and quahogs. We expect these harvesting activities to increase even more when bay scallop season opens on Oct. 1.
- We have given a big final push to finish our grant inspections while the weather is still good, even though there are few daylight negative tides which would allow us to do our work more effectively. Out of 150 grants (equal to 104 operating shellfish farms), we have three inspections left and three re-inspections for tags. There are currently 135 grant holders.
- In addition to grant inspections, we have been dedicating countless hours to grant oversight tracking and getting paperwork ready for a dozen renewals, forfeitures, minimum productivity enforcement and state requirements.
- In the last two weeks, we have confiscated catch from visitors harvesting without permits on Mayo Beach, Indian Neck and south Lieutenant Island (they had walked over from Eastham!).

### Town Clerk

- Ongoing Election activity; Staffing, Ballot testing, and reporting to the State for both the Election and the September 10th Town meeting.
- Ongoing training of the new Assistant Town Clerk Shannon Ellis.
- Getting Ready for upcoming projects; Kings Information Systems in October. All while the day to day of the Clerk office with Marriage Intensions and public records requests taking much of our time.