Town of Wellfleet DPW

Pandemic (COVID-19) Continuity of Operations (COOP) Plan
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I. INTRODUCTION

The Wellfleet Department of Public Works (herein referred to as the DPW) carries out critical day to day functions that support the community, staff and visitors of the Town of Wellfleet. The DPW plans, organizes, oversees and implements functions in (3) three main categories: Facilities/Grounds, Highway, and Transfer Station. The mission of the DPW is to provide efficient, effective and professional services to the Town staff and community for both visitors and residents.

Our primary responsibilities are broken down into the following:

1) Staffing

2) Roads, Sidewalks, Street Lights, Storm Drains, Bridges, Dikes, etc.

3) Facilities / Town Buildings

4) Maintenance of Parks, Cemeteries, Parking Lots, Recreational and Beach Facilities

5) Snow Removal and Sanding of approximately 80 Town Roads, 134 Private Roads, 10 Parking Lots and Town Sidewalks

6) Trash and Refuse Collection

7) Transfer Station and Recyclables

8) Maintenance and repair of town owned vehicles and equipment (Except Police)

9) Administrative Duties

Section 1/ Staffing

The DPW currently employs fifteen full-time personnel to accomplish department responsibilities.

Staffing is as follows:

Administration:

- Director
- Assistant Director
- Administrative Assistant

DPW Working Staff:

- Facilities/Grounds Foreman
- Highway Foreman
- Maintenance Mechanic
- Heavy Duty Truck Driver/Mechanic Assistant
• Equipment Operator/Truck Driver
• Driver-Laborer/Loader Operator
• Custodian
• Custodial/Grounds
• DPW Laborer

Transfer Station Staff:
• TS Working Foreman
• Gate Attendant/TS
• Equipment Operator/TS

Additionally, in season the department is in operation 7 days a week and five seasonal employees are added for sixteen weeks during the summer months. They assist with cemetery maintenance, road work and trash removal, and one seasonal employee is added for the Transfer Station.

**Section 2 – Roads, Sidewalks, Street Lights, Storm Drains, Bridges, Dikes, etc:**

The town currently has 116 miles of roads as follows:

• 51 miles of town roads, paved and dirt
• 54 miles of private roads, paved and dirt
• 11 miles of state / seashore roads (not maintained by the town)

Maintenance includes:

• Paving
• Filing for Chapter 90 Funding and Reimbursements
• Pothole Repairs and Patching
• Crack sealing
• Sweeping
• Line Striping
• Brushing and Mowing Side Roads
• Manufacture (for public town roads only), Installation and Up Keep of all Public Town owned Street and Traffic Signs

Notes: The DPW is responsible for the initial installation of a Private Paved Roads Sign that the Residents
have purchased, there after, the responsibility of sign and post is solely the residents of the road.

- Grading and filling of public dirt roads
- Installation and maintenance of drainage systems
- Stormwater management

**Bridges and Dikes:**
- Herring River Bridge and Dike
- Lt. Island Bridge
- Uncle Tom’s Bridge
- Commercial Street Dike at Marina

**Street Lights:**
- The Town owns 234 +/- Street Lights
- Street Lights where fitted with new LED lights Spring of 2014.
- Maintenance and repair of Street Lights is contracted through the Cape Light Compact, and repair contract is with Siemens.

**Section 3 / Facilities / Town Buildings**
Responsibilities for all buildings owned or leased by the Town (except those of the school department) include cleaning, maintenance of plumbing, heating and air conditioning systems, lighting systems, emergency generators and structural upkeep.

Buildings owned or leased by the Town include:
- DPW Building
- Library
- Town Hall
- Senior Center
- Police Station
- Fire Station
- South Wellfleet Sub-Station
- Beach Sticker Building
- Shellfish Building
- Transfer Station Buildings
• Baker’s Field Building
  ▪ Beach Restroom Buildings:
  ▪ Marina Restrooms
  ▪ Gull Pond
  ▪ Maguire’s Landing
  ▪ White Crest
  ▪ Newcomb Hollow

Section 4 / Development and Maintenance of all Cemeteries, Parks, Parking Areas, Recreational and Beach Facilities (except those of the School Department).

Maintenance responsibilities include structure maintenance, mowing, trash removal, restroom cleaning, maintenance of irrigation systems and lighting, placement and upkeep of signs at the following locations:

• Baker’s Field – Parking Areas, Tennis Courts, Ball Fields
• Basketball Court at Mayo Beach
• Little League Field at Elementary School
• Grounds of all Town Buildings
• All Ponds, Ocean Beaches and Bayside Beaches

Cemeteries:
• Oakdale
• Pleasant Hill
• Duck Creek
• Taylor Hill
• South Wellfleet

Parking Areas:
• Town Hall
• DPW
• Library
• Senior Center
Town of Wellfleet DPW COOP

- Marina
- Mayo Beach
- Police Station
- Fire Station
- Long Pond
- Great Pond
- 335 Main St. Lot
- Lawrence Rd. at Little League Field
- Whitcrest Beach
- Maguire’s Landing
- Newcomb Hollow
- Duck Harbor
- Cahoon Hollow
- Burton / Baker Beach
- Indian Neck Beach
- Gull Pond
- Duck Pond
- Commercial Street
- Elementary School Lot

Other Parks:
- Fishermen’s Memorial at Mayo Beach
- MIA Park at Pleasant Point

Section 5 / Snow Removal Including the Salting and Sanding of Roads:

As referred to in Section 1, the Town services approximately 105 miles of roads and is responsible for sanding, salting and plowing during snow storms or freezing conditions. We are also responsible for snow removal on all public parking areas and sidewalks in Town.

Section 6 / Supervising the Collection and Disposal of Garbage and other Refuse:

There are approximately 83 Trash Barrels placed in public areas for disposal of refuse, including locations such as all Town Beaches, Wellfleet Center, the Harbor, Mayo Beach, all Town
Buildings, the Bicycle Trail, etc. During the summer season this requires two employees spending at least six to eight hours per day picking up trash and transporting it to the Transfer Station for disposal.

Section 7 / Transfer Station:

The DPW is charged with operation of the Transfer Station, which includes:

- Transporting all refuse to SEMASS.
- Implementation of Pay As You Throw.
- Collection and pick up of or transportation of all recycled materials: glass, newspaper, plastic, cardboard, scrap metal, paint, batteries, anti-freeze, waste oil, etc.
- Handle all hazardous waste materials including batteries, paint, anti-freeze, waste oil, etc.
- Composting
- Collection of fees, billing of accounts
- Adhering to all DEP regulations pertaining to Transfer Station and Landfills, submit to inspections
- Reporting according to state requirements

Section 8 / Maintenance and Repair of all Town owned Vehicles, except those of the Police Department:

The DPW is responsible for the routine service, maintenance and repairs on over 45 pieces of rolling stock (including Fire Department Vehicles) and more than 30 pieces of small engine equipment. We currently have one full-time mechanic on staff.

Section 9 / Administrative and Regulatory Responsibilities:

- Payment of invoices for all equipment purchases, utilities and contract services on all town buildings, vehicle maintenance and repairs, etc.
- Submission of Payroll for Department – maintain Personnel Files and Attendance Records
- Billing of Transfer Station Accounts (monthly)
- Grant Applications, Research, and Reporting
- Training and Employee Development
• Inventory of all vehicles and equipment
• Application for Chapter 90 Funding and Reimbursement on all road paving projects
• Personnel Management
• Compiling data and filing reports as required by various state, local and county agencies.
• Budgeting
• Road Cut and Curb Cut Applications

Compliance, oversight and enforcement of the following regulations:

• DEP Solid Waste and Recycling Regulations 310 CMR 1900
• Board of Health Transfer Station regulations and Fees
• Massachusetts Storm water Best Management Practice Guidelines

The Continuity of Operations Plans (COOP) primary function is to continue providing the critical services to the public to the greatest extent practical during an emergency situation or natural disaster. The current pandemic regarding the COVID-19 virus has impacted the day-to-day functions of the DPW.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:

• Continue to operate and provide critical functions to the Town related to sanitation, trash, building maintenance and highways
• Minimize exposure of COVID-19 to staff and public by means of social distancing and alternating/limiting staff
• Coordination with critical departments and personnel from Police, Fire, Health, Community Services, and Administration
• Coordination with outside contractors and vendors that regularly perform services to the Town
• Management of supplies for sanitation and custodial services
• Formalize a plan for public outreach so the community is properly informed of changes to operations in a timely manner
• Continue to answer department related calls from the public
• Coordinate with applicable Federal, State and County officials for direction and grant opportunities for increased cost for COVID-19 related supplies and staffing.
• Coordinate with other DPW’s across the Cape to collaborate ideas and understand how other departments are handling the crisis
• Reach out to vendors and inform them of changes with the DPW operations so they are informed (Deliveries, contracted services, etc.)

III. APPLICABILITY AND SCOPE
• This document pertains to DPW personnel.

IV. SUPERSESSION
Not applicable.

V. ESSENTIAL FUNCTIONS

<table>
<thead>
<tr>
<th>Priority</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Custodial and sanitation services to disinfect Town facilities</td>
</tr>
<tr>
<td>2</td>
<td>Continue operating Transfer Station to only essential functions</td>
</tr>
<tr>
<td>3</td>
<td>Maintain O&amp;M of Town facilities to ensure they remain open</td>
</tr>
<tr>
<td>4</td>
<td>Provide support to other departments as necessary</td>
</tr>
<tr>
<td>5</td>
<td>Maintain roadways for safety and emergency purposes</td>
</tr>
<tr>
<td>6</td>
<td>Ensure Town facilities and grounds are maintained for safety purposes</td>
</tr>
</tbody>
</table>

VI. ORDERS OF SUCESSION
In the event the DPW Director is unavailable or is otherwise unable to perform the duties of their office, the activation and management of this plan will fall to their successors as follows:
Delegations of Authority

The DPW Director or acting successor may choose to delegate any role or authority within this plan to a successor or other employee of the Town.

VII. MITIGATION

In order to mitigate the potential contraction and thereafter spread of the COVID-19 virus, the DPW will operate in separate shifts and limit staff interaction. Employees must maintain a 6’ separation at all times and if they feel ill in anyway should remain home. Information on the COVID-19 virus has been handed out to all employees for their information. To the extent practical, we are encouraging applicable staff to work from home. All permits for curb cuts and road cuts are not being accepted at this time, although exceptions to those rules can be made if deemed necessary and handled appropriately to avoid human contact.

2020 DPW Organization Chart:
VIII. ESSENTIAL CONTINUITY EMPLOYEES

In an effort to boost the sanitation services for Town buildings, we’ve allocated 2 additional employees to the custodial crew so there are at least (2) two on each day. The custodial staff has ramped up their cleaning schedules to increase disinfectant services for all Town buildings. The policy is to take separate vehicles and split up the cleaning so no one is traveling together. We have also added a Saturday shift beyond normal DPW hours.

The transfer station will maintain the same schedule Fri-Tues 8-4 PM (closed Wed/Thurs), however; will alternate shifts so there are only (2) two employees scheduled each day. This allows one person to maintain the guard/entrance shack and another to maintain the office in a separate building. In an attempt to prevent the spread of the virus to others, the functions of the transfer station will be limited to household trash only and will not require purple PAYT bags. In addition, there are no transactions allowed during this time. Commercial haulers are being weighed and recorded and will be billed at a later date. The following lists the essential employees of the DPW during this pandemic.

This will be an evolving document as the situation changes. Varying levels of reconstitution will occur based on the threat that exists.
## Essential Employees

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Custodian + 1 (DPW Laborer)</td>
</tr>
<tr>
<td>Building/Grounds Custodian + 1 (Equipment Operator)</td>
</tr>
<tr>
<td>DPW Director</td>
</tr>
<tr>
<td>Asst. DPW Director</td>
</tr>
<tr>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Transfer Station Foreman</td>
</tr>
<tr>
<td>Transfer Station Gate Attendant</td>
</tr>
<tr>
<td>Transfer Station Driver Operator</td>
</tr>
<tr>
<td>Facilities/Grounds Foreman</td>
</tr>
<tr>
<td>Highway Foreman</td>
</tr>
<tr>
<td>Heavy Truck Driver/Asst. Mechanic</td>
</tr>
<tr>
<td>Mechanic</td>
</tr>
</tbody>
</table>

## Record of Amendments/Revisions
Appendix A: Emergency Policies

WELLFLEET TRANSFER STATION OPERATIONS DURING THE COVID-19 EMERGENCY

This information is subject to change at any time as the situation develops.

Effective Friday March 27th the Wellfleet Transfer Station will temporarily limit drop-off to trash only.

From March 27th - April 30th, you will not need purple PAYT bags.

No other items or materials are allowed in the trash or into the facility.

This decision is based on our facility’s infrastructure, logistics, and health guidelines and safety.

We cannot accept recycling, construction and demolition, metal, yard waste, brush, or any other items at this time.

We ask you to please hold onto all other items and materials (including recycling) until we can safely and effectively take them.

Operating hours remain the same. Fri-Tues 8AM-4PM.

The scalehouse is closed to the public and no transactions can take place. Commercial trash will be weighed, recorded and billed at a later date.

Please maintain a 6 foot distance from others while on site.
WE UNDERSTAND THE DIFFICULTY THAT THIS MAY CAUSE AND APPRECIATE YOUR PATIENCE AND COOPERATION WHILE WE NAVIGATE THROUGH THIS UNPRECEDENTED EMERGENCY.

WE WILL DO EVERYTHING WE CAN TO RE-OPEN THE REST OF THE TRANSFER STATION AS QUICKLY AS POSSIBLE.

THANK YOU FOR DOING YOUR PART IN HELPING OUR COMMUNITY TO STOP THE SPREAD OF COVID-19.

STAY SAFE AND BE WELL.