

## 1. Administration

The DPW office is open Mon-Fri with staff alternating schedules. Staff is also working from home to avoid contact and maintain the Governor's restrictions. We are still accepting curb and road cut applications electronically. Assistant Director and Director are working closely with the Emergency Management Team (EMT) daily to monitor the situation and plan schedules/projects accordingly. We are also in touch with State and Local officials for updates that directly affect our operations, including Barnstable County bid involvement for various bid items for the Town. **Director and Assistant Director continue to participate in the weekly EMT ZOOM call on Tuesday's at 10 AM to give departmental updates and respond to questions.** Request for Bids (RFB's) continue to be developed. Our Continuity of Operations Plan (COOP) has been initiated and evolves as things change. Grants are being researched to help supplement additional fees incurred from the COVID-19 pandemic (cleaning supplies, etc.). We continue to manage all divisions of the DPW (Highway, Facilities/Grounds, and Transfer Station), and work closely with each Foreman of those divisions to ensure operations run smoothly. Preparation for Spring/Summer activities and programs (Beach/Recreation) has commenced to the extent practical to maintain social distancing requirements. Projects that are not immediately critical to infrastructure have been temporarily placed on hold until this situation betters. In addition, the DPW continues to support other departments as necessary. We continue to provide the high level of service that is expected from the department, while balancing the safety and health of our employees and public.

## 2. Highway Division

Highway Department is maintaining a rotating schedule to practice social distancing. We are assisting with trash removal from Town buildings, checking Town facility parking lots, beaches and right of ways, roadside clearing/brushing, road sweeping, cold patching, and all other maintenance that is critical **including emergency mechanic services to support other Town Departments.** Our truck driver is busy hauling MSW from the Transfer Station off-cape, especially with the increase in usage from out of state patrons. We have temporarily removed trash barrels from around town to avoid exposing our staff. We apologize for the inconvenience this may cause. **The Town is patrolled daily for trash and we have not witnessed dumping of trash that would warrant re-instating the program. This is constantly evolving and monitored so please be patient during this time.**

## 3. Facilities/Grounds Division

As consistent with the Highway Division, the Facilities/Grounds Division is alternating shifts to avoid contact with each other while performing essential duties. The most important currently is cleaning and sanitizing Town Facilities. Our staff is working hard at the DPW, Library, Town Hall, and Police Department disinfecting and cleaning all surfaces, bathrooms and other areas to maintain a safe environment for staff and public (PD). We have allocated (2) two additional staff to complement our custodial staff to increase the cleaning of these facilities. Other tasks that we are performing are general preventative maintenance (changing filters, checking buildings, etc.), creating signs for Beach/Rec department consistent to what the Emergency Management Group and Select Board are recommending. Beach shacks are being prepared for deployment once the season begins, including constructing a new one for Gull Pond. Other Spring/Summer preparations have commenced including the preparation of the little league field at Wellfleet Elementary School and Baker's field. De-winterizing the recreation building and preparing that facility will be happening soon. **We are constantly prioritizing tasks to enable staff to work independently and maintain social distancing.**

#### 4. Transfer Station Division\*

As consistent with the Board of Health's recommendations the T/S is currently limiting the operations to trash only. We are temporarily not requiring purple bags during this time. Recycling and all other operations have been suspended until further notice. This is an attempt to discourage people from congregating and will allow for a quick in/out drop off while maintaining a 6' minimum separation. We are encouraging individuals to hold onto their recycling if possible, or please dispose the recycling with trash if you cannot. We understand this is frustrating for many, but to align with the Governor's orders and to protect our staff and the public – this is a necessary precaution for the current situation. The hours and dates of operation of the facility remain the same for your convenience. Friday-Tues 8-4 PM. **We are evaluating ways to re-introduce recycling and perhaps other services at the Transfer Station. As it's difficult to predict where this pandemic is headed, we need to be proactive and develop ways for the public to drop off their recycling in a safe "hands off" manner to maintain social distancing. Please stay tuned on further developments within the next few weeks.**

***This is an evolving situation, so this information is subject to change. Please stay tuned for updates on this website. Any Administration, Highway or Facility related questions please call 508-349-0315, or email Jay Norton at [jay.norton@wellfleet-ma.gov](mailto:jay.norton@wellfleet-ma.gov) and Mark Vincent at [mark.vincent@wellfleet-ma.gov](mailto:mark.vincent@wellfleet-ma.gov). For Transfer Station related matters please call 508-349-0335. As we are operating with limited staff, please be patient for us to get back to you. As always – if it's an emergency please call the Wellfleet Police Department. Stay safe and healthy everyone.***

**\*We will be making a recommendation to the Town Administrator, Select Board, and Board of Health to postpone Amnesty Day to a date to be determined in the Fall.**