

Town of Wellfleet Treasurer

Pandemic (COVID-19)

Continuity of Operations (COOP) Plan

300 Main St. Wellfleet, MA 02667

March 20, 2020



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I. INTRODUCTION

The Treasurer’s office is responsible for payroll and benefits administration. The Treasurer takes custody of and accounts for all Town monies, and is the only official allowed to pay out public money with the approval of the Select Board. The Treasurer also plays a large roll in the issuance and management of debt.

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

Ensure that the Treasurer’s Office is prepared to respond to emergencies, to recover from them, and to mitigate against their impacts.

Ensure that the Treasurer’s Office is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

Facilitate the return to normal operating conditions of the department as soon as practical, based on circumstances and threat environment.

Ensure that the Treasurer’s Office can continue to provide service with minimal disruption.

III. SUPERSESSION

If a town treasurer's office becomes vacant, or if the treasurer, due to disability or absence, is unable to perform the duties of the office, a majority of the selectmen may, in writing, appoint a temporary treasurer to perform those duties until another is duly elected or appointed or the treasurer who was disabled or absent resumes those duties. A temporary treasurer must obtain a performance bond within ten days of appointment. (MGL 41:40)

IV. ESSENTIAL FUNCTIONS

Priority	Essential Functions
1	Payroll & benefits administration
2	Cash management & bank reconciliations
3	Debt management, issuance & record keeping
4	
5	
6	

V. ORDERS OF SUCCESSION

In the event that the Town Treasurer is unavailable or is otherwise unable to perform the duties of the office, the activation and management of this plan would fall to:

Successors
Payroll processing, cash receipt & record keeping – Asst. Treasurer
All other functions - Temporary Treasurer appointed by Select Board

Delegations of Authority

The Town Administrator or acting successor may choose to delegate any role or authority within this plan to a successor or other employee with the approval of the Select Board.

VI. POTENTIAL HAZARD

Pandemic/Public Health Emergency COVID-19