

Town of Truro

Town Manager's Weekly Report

April 10, 2020

Announcements:

- **A Special Note from the Truro Health Department:**
Please help in slowing the spread of the COVID-19 virus by limiting movement outside of your homes beyond what is absolutely necessary to take care of essentials. We expect to see an increase in community spread, especially over the next two weeks. If you do need to go out, we advise you to wear a mask, maintain 6 feet social distancing, and follow good hygiene practices. While there is no need for panic, we want to highlight the seriousness of the pandemic. Our community WILL benefit from your decision to take precautions.
- *To the Truro Community – please do not hesitate to contact the Town if you need assistance. All phones are being monitored during normal business hours. Thank you for practicing social distancing, together we will get through this. Be well, stay safe and healthy. While Town Hall is closed to the public, you can still call or email staff. For information about how to conduct Town business, [click here](#).*
- *Travel Guidance released by Governor Baker directs that, beginning March 27, all travelers arriving to Massachusetts are instructed to self-quarantine for 14 days. Visitors are instructed not to travel to Massachusetts if they are displaying symptoms. Health care workers, public health workers, public safety workers, transportation workers and designated essential workers are exempt from this requirement.*
- *Town Board and Committee Meetings will be broadcast live on Channel 18 for Truro residents. We are awaiting a piece of equipment to live stream the meetings on the Town website, we will announce when that is available. Please note that the meetings are held remotely, and you may only hear audio. For more information on remote meetings, please [click here](#).*
- *The Town of Truro posts updates about the COVID-19 pandemic on the Town website. Please [click here](#) for our COVID-19 Information Page. The COVID-19 Information Page button is now more prominent on the home page of the Town of Truro website.*

This week's activities of note from the Town Manager's Office:

- *I met virtually with Superintendent Carlstrom of CCNS and the Town Manager/Administrators of Provincetown, Wellfleet, Eastham, and Orleans to discuss the COVID-19 impact currently and to begin planning ahead for opening back up. It was agreed that the CCNS parking lots would remain open at this time. We remind everyone to practice social distancing in the parking areas and on the beaches.*
- *Department Heads and I meet remotely once a week to coordinate services and address issues that come up.*
- *The Emergency Management Team will begin next week to look at planning for "opening up" as this emergency ends.*
- *Please see the Select Board's response to an April 2nd editorial in the Provincetown Independent. You can find it on the Town website.*
- *I listened in on a conference call led by Mike Lauf, Cape Cod Health Care CEO. He advised the Town Managers about the organization's ramp up to a 500 bed capacity, which they expect to have completed in the next week.. They will be creating a hospital at Joint Base Cape Cod and using vacant skilled nursing facilities on the Cape. More details to follow.*

Upcoming Meetings:

- Tuesday, April 14, 2020-Select Board Remote Executive Session @ 1:30 pm.
- Tuesday, April 14, 2020-Select Board Remote Meeting at 2:00 pm.
- Tuesday, April 14, 2020-Truro School Committee Virtual Meeting @ 5:15 pm.

Department News:

Police Department

- If you contact the TPD dispatch center, please advise the call taker if you or anyone in your household is experiencing any of the emergency warning signs of the COVID-19 virus. While the following list is not all inclusive, common warning signs are difficulty breathing, fever, persistent pain or pressure in the chest, confusion or inability to arouse, loss of taste or smell, and bluish lips or face.

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- Reminder: Due to the COVID-19 pandemic, members of the public should avoid coming to the Public Safety Complex for any non-emergency business. The non-emergency direct line to the dispatch center is 508-487-8730.
- As a result of the increased need for social distancing and other protective measures, the meeting and training room at the Public Safety Complex is closed until further notice.
- DEA has cancelled the next drug take-back initiative due to COVID-19. Due to our temporary protocol changes and then need to limit facility visitors, the prescription drop-box is temporarily closed.

Fire Department

- Fire Department has received a delivery of Personal Protective Equipment (PPE) from the Massachusetts Emergency Management Agency (MEMA), masks, gloves, protective eyewear, and protective suits. We are continuing to follow CDC guidelines in responding to, treating, and decontaminating equipment.
- Employees are screened when reporting for duty and are following protocols issued by the State Office of Emergency Medical Services. The protocols are designed to limit the communal spread of the virus. When responding to any call for emergency medical services, we will limit the number of staff entering a building or residence. Crews will typically send in one provider in appropriate PPE to assess the situation if clinically appropriate, the patient will be given a surgical mask to wear. The additional crew will wait outside unless needed and maintain six-foot social distancing. Upon completion of the call, all vehicles and non-disposable equipment will be cleaned and disinfected per Centers for Disease Control (CDC) guidelines.
- The Building is still closed to all non-essential traffic. The State has suspended all inspections. If you are selling your home, or looking for occupancy on a new home, call the station for guidance.
- Other permit applications for service can be conducted over the phone. Should you have an emergency, dial 911. We also ask that you self-disclose to our staff if you believe you have been potentially exposed for whatever reason (travel, contact or other means).

DPW

- The Transfer Station will be closed on Easter Sunday, April 12, 2020.
- To combat the Corona Virus, custodians continue to take special care of all entry ways and commonly used areas. Additional surface and hand sanitizer products have been ordered; we also expect additional supplies to arrive mid-April. The DPW will continue throughout the emergency event with standard staffing levels in all areas. DPW Highway crews will continue with routine springtime clean up with beach and park set-up to follow in April.
- In response to the circumstances related to the CORONA VIRUS/COVID-19 we have developed a response plan to maintain modified operations implemented at the Transfer Station. **Please note: to avoid large crowds, we recommend avoiding the Transfer Station during the following peak hours of traffic from 11AM to 2PM.** We will only be accepting solid waste (trash) and single stream recycling at this time. Yard Waste ONLY drop-off on Wednesday morning from 8 AM to 10 AM will continue. All other services will be closed. We respectfully request that residents hold onto items until normal operations resume. These modified operations will remain in effect until further notice.
- The following precautions/procedures have been initiated and will be maintained throughout the emergency event.
 - The Transfer Station will extend the off-season schedule and will continue to be closed Wednesdays and Thursdays until June 1, 2020.
 - Cleaning and sanitization supplies will be prepositioned in all commonly used DPW vehicles. Vehicles will be cleaned at the end of the workday.
 - DPW crews will continue to work independently to maintain social distance.
 - As safety supplies are restocked, they will continually be made available to all DPW staff members.

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- The following building maintenance tasks have received additional attention and sanitation, while the facilities have been closed. This will continue until all surfaces are cleaned and sanitized.
 - Blinds, bathroom floor surfaces, multipurpose flooring
 - Walls, wainscoting, vents, carpets, windows (interior and exterior), accessible desktops, keyboards
 - Office furniture, kitchen walls and floors, all accessible entrances and exits.

Health Agent

- There continues to be contact with individuals regarding to Gov. Baker's Order assuring continued operation of essential services in the Commonwealth, closing certain workplaces and prohibiting gatherings of more than 10 people which is in effect until May 4. Most of the questions pertain to individuals wishing to stay at Campgrounds and individuals planning their short-term rentals, which have been called out by the State as non-essential services.
- At their meeting held on Tuesday 4-7, the Board of Health voted to authorize the Health Agent to enforce the Governor's Covid 19 orders on behalf of the Board of Health.
- As this week ends, we are issuing a cease and desist order to a condominium association and its owners to address booked rentals for the upcoming week.
- The highlights from this week's Department of Public Health (DPH) conference call included: 1. a discussion on Grocery Stores, and generally it was determined that we need guidance from DPH to address social distancing, guidance for outside of the stores and curbside pickup, signage, alternative hours for those over age 60, and tools for them to work with local Boards of Health to obtain/maintain compliance. 2. The Covid-19 Tracing collaborative was established and hosts a call center for local Boards of Health. 3. DPH has advised caution advised on home testing kits, as they must be FDA authorized. 4. MDPH reinforces the CDC's recommendation for masks, and notes that the CDC has not changed their recommendations on social distancing.
- Health Agent Beebe is working very closely with Wellfleet Health Agent Hillary Greenberg-Lemos during this Covid-19 public health emergency. We share resources for our Covid-19 patients that are isolating, and for individuals quarantining, as needed. Agent Greenberg-Lemos recently secured a placement for 2 Public Health graduate student volunteers working for DPH. These students will be our "DPH Communication Volunteers". We held a zoom meeting to meet them and discuss our immediate communication needs. They will help us with messaging to the public in various ways. As we move past the May 4th date, and edge toward summer, we anticipate developing different ways to communicate to different populations. We will develop a phased communication plan. Our immediate focus will be populating our newly created Facebook page, that we will share with Wellfleet. The "Truro and Wellfleet Health Department" page will provide information from sources such as the CDC and DPH to help our residents and visitors stay informed as the weather warms up and more folks come down.

Accounting

- The Accounting Department is adjusting to the 'new normal' of remote, work from home activity. The Assistant Accountant is working from home full-time, while The Town Accountant divides her time between home and office. We continue to process payroll and vendor warrants, respond to phone calls and e-mails, keep vendor lists, cash receipt reconciliations and employee benefit accruals updated.
- Department Heads and Committee Chairs have been asked to restrict their spending to personnel, utilities, mandated contractual agreements and emergency, Covid-19 related purchases.
- The Town Accountant will undertake an analysis of FY 2020 to provide the Select Board and Town Manager with a clear financial picture as we move into the final quarter of the fiscal year.

Harbor Master/Shellfish Constable

- Harbor Master Jackett started placing some of the basin moorings.
- Harbor Master Jackett continued working the tidal mooring field replacing chain and rope if needed.

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- Several people took advantage of the big tides while harvesting sea clams, primarily off Fisher Beach.
- Harbor Master Jackett has been working in the office organizing and filing mooring applications, treasury reports, and taking calls.

Recreation and Beach

- **QR Code Easter Egg Scavenger Hunt** is scheduled for 4/8/20 – 4/11/20. For more information or to sign up visit www.trurorec.com
- The Truro Community Center is closed but staff can still be reached by phone (508)487-1632 or email at dclements@truro-ma.gov
- Department organized a **Truro Birthday Caravan** on Wednesday, 4/8/20, to spread some birthday cheer to local children (picture). Contingent on registrations, this event will be held every Wednesday in April. For more information or to sign up, visit www.trurorec.com
- Recreation staff have been meeting daily online via Microsoft Teams.
- The Department is working on organizing an online Bingo. More details to follow.
- Puma Park Playground is currently closed to stop the spread of the Coronavirus.
- The Recreational League determined to cancel the Spring Softball season due to the COVID-19.
- Director Clements and Assistant Director Nunes attended video meeting for the Massachusetts Recreation & Park Association.
- Department staff have been attending webinars and online trainings.
- The Department anticipates opening online sales of beach stickers on May 1, 2020. This may change related to the current Covid Public Health Emergency.
- All programming is suspended to stop the spread of the Coronavirus.

Suspended Activities

- Walking Group
 - Tuesdays 9:00 am
- Indoor Walking
 - Various times at the Truro Community Center
- Zumba Fitness
 - Tuesday & Thursday, 8:30 am – 9:30 am at the Truro Community Center
 - Saturday 9:00 am – 10:00 am at the Truro Community Center
- Community Pickleball
 - Mondays: 4:00 – 6:00 pm, Truro Community Center
 - Thursdays: 2:00 pm – 4:00 pm, Truro Community Center
 - Fridays: 5:30 pm – 7:30 pm, Truro Central School
 - Saturdays: 10:30 am – 1:30 pm, Truro Community Center
- Adult Indoor Soccer
 - Monday 6:30 pm – 8:30 pm, Truro Community Center
- Community Volleyball
 - Wednesday 6:30 pm – 9:30 pm, Truro Community Center
- The Truro Beach Office is currently closed and we plan to reopen on June 13, 2020.
- For inquiries about the beaches, please call (508)487-1632.
- Beach stickers are not required to access Truro beach parking lots. Beach stickers will be required on June 20, 2020.
- 2019 Truro ORV stickers can be purchased by contacting the Rec & Beach Office at dclements@truro-ma.gov or calling (508)487-1632.
- Truro beach fire permits can be obtained by contacting the Truro Fire Department at (508)487-7548.

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Council on Aging

- COA Staff are continuing to handle all incoming calls and emails remotely.
- COA Staff are calling all seniors of concern, center participants, and responding to all requests for help.
- COA Staff are connecting with other COAs to collaborate on services.
- The COA Director is acting as liaison for older adults in need and Community Neighbor-Truro volunteer group.
- The COA Director is continuing Live Facebook Dialogue with the Director M, W, F @ 10:00am.
- A Truro COA Instagram account was activated as a way to reach community members able to access.
- The COA continues to participate in the Lower Cape Outreach Council Food Pantry delivery project.
- The COA Director is conferencing with COAST and Barnstable County Health Department, Elder Services to coordinate efforts to meet the needs of Cape Cod's older adult population.
- COA staff are working with Community Kitchen to provide hot meals to older adults on weekend days.
- Local TV has updated list of services offered by COA and/or volunteer groups during this time.
- Transportation currently suspended-working with CCRTA on potential for on demand "super dart" to help people with grocery p/u, prescription p/u and medical appointments.

Library

- Library staff continues to:
 - Answer telephone and email inquiries
 - Purchase electronic materials in order to meet the increased demand
 - Hold virtual staff meetings twice a week
 - Call patrons to check in and see how they are
 - Engage on social media
 - Increase skills through training webinars
 - Read professional literature
 - Maggie Hanelt holds virtual play group and virtual book club discussions
 - Tricia Ford holds weekly virtual meeting with other library directors
 - Plan for the future

Town Planner

- Town Planner Ribeiro spent the majority of the week reviewing historic legal and project files to help develop new policy relating to the definition of "street" in the Town's zoning code. The goal is for a new definition to be brought to Town Meeting by the Planning Board in 6-12 months.
- Continued working with potential applicants and answering questions from the public on pending applications.

Assessing

- The Assessor's office is working remotely, forwarding phone calls, preparing values and answering requests.
- Second half Real Estate Tax bills for FY21 went out April 1, and you should have already received it. If you have not received the bill or if you have any Assessing related questions, please feel free to contact the Assessor's Office at 508.349.3004 x 116 and we will be happy to assist.

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Attachments

1. Recreation Department Birthday Caravan

