



# Town Manager's Report

**To: Select Board**  
**From: Kimberly Newman, Town Manager**  
**Date: September 1, 2025**  
**CC: Department Heads**

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## **TOWN MANAGER'S OFFICE** **ADMINISTRATION**

- NRSD Agreement- The first official proposal from the Towns (Eastham, Brewster, Orleans) of a revised Nauset Regional Agreement is finalized and will be sent to the subcommittee the first week of September
- Fire/Rescue Station- The Fire-Rescue Station Building Committee met on August 18th to review the scoring of the 8 respondents to the RFQ. The Committee unanimously narrowed the 8 down to 3. The 3 respondents who will be interviewed are Pomroy Associates, CHA, and Vertex. These interviews will be held on September 8th, and a recommendation will be made to the Town Manager by the September 15<sup>th</sup> deadline as established in our timeline.
  - Meeting with abutters of Fire/Rescue station continue.
  - Appraisals and legal documents for possible acquisitions are in process.
- Finance Director Contract is being drafted. Waiting on an issue that needed further research by Counsel.
- STR- The Board of Health met on August 21<sup>st</sup> with the Health & Human Services Director and the Assistant Director of Planning and Community Development to discuss the potential transition of [chapter 132](#) into an appropriate health regulation. The BOH agreed to consider this approach for ongoing review. Full discussion is available [here](#), beginning at 1:14:15 and ending at 1:35:00.
- Phase 1 of the Recreational Fields Study (playground) will be discussed at the CPC meeting this week. Funding options and strategies are challenging and could seriously impact the timeline. We plan to bring a recommendation to the Select Board in early September.
- Regionalization and Efficiency Study- Kick off meeting of the Nauset Elementary School E&R Steering Committee with the selected firm HMFm was held last week. A timeline for the project was discussed and dates for upcoming community input sessions. Two will be held in Orleans @ OES and NRMS. Dates TBD.

- Depot Square Redesign- There will be a community forum on Sept. 15<sup>th</sup> in Town Hall-Nauset Room at 4PM for the purpose of sharing the work done on the redesign of Depot Square. The Director of Planning, Assistant Town Manager, DPW and Natural Resources Director, Deputy Director and Economic Development Coordinator/Public Information Officer have been involved with our vendor, GPI to put together a handful of options to bring forward to the community for public input.

## COMMUNICATIONS/PUBLIC INFORMATION

- [August Town Talk: Stories & Updates from Orleans Town Hall](#)
- Initiated a website audit; meeting with all departments to have them review their content and ensure it is up to date, accurate and user-friendly. A cosmetic overhaul will also take place. The goal is to have it ready for re-launch at the beginning of 2026.
- The two most Orleans: Behind the Scenes episode were on the [Zoning Modernization Project](#) and an overview of the [Building Department](#).

## ECONOMIC DEVELOPMENT

- Sent out an August issue of the [Orleans Business Connections](#).
- Grants were awarded through the Orleans Local Impact Grant Pilot Program, following a competitive review process conducted by a selection committee made up of Town staff, members of the Economic Development Committee, and the Orleans Cultural District. 22 applications were received and 10 were awarded to Orleans-based businesses and organizations for projects that strengthen year-round economic activity, enhance storefronts, promote off-season engagement, and reflect the character of the community. Recipients are: Adorn, Atlantic Workshop, Coastal Bridal Boutique, Fashion Week of Cape Cod, Gallant Jewelers, Jetty Dog, Orleans Farmers Market, Orleans Pond Coalition, Wild Water Collective, Viv's Kitchen.
- The branding process is in its final stages, and we will be rolling out one more opportunity for the public to weigh in on their preferences.

## CLIMATE, ENERGY, & ENVIRONMENT

- On August 15th, the Solar Development RFP closed. We received 1 response from Revision energy. We are currently finalizing review of the financials and will be preparing a recommendation to the Town Manager for award.
- Both new EV's are being utilized by Town Departments (Building- Lightning and Health-Equinox) and we have received positive response from staff.

## INFORMATION TECHNOLOGY

- The Device Advice program will be recognized with an award from the State later this month. We have been asked to keep the details under wraps until after the award ceremony.

## HUMAN RESOURCES

- Currently reviewing executive evaluation materials for the Select Board, Town Manager, Police Chief and Fire Chief to review and discuss.

- Recruitment:
  - Filled Assistant Health Agent position
  - Filled Engineering Co-Op position
- Recruitment is under way for the following:
  - Assistant Finance Director/Town Accountant (reposting)
  - Mechanic
  - Principal Account Clerk- Treasurer/Collector
  - School Resource Officer
  - Water Service Tech (expanding presence on job posting sites)
  - SR Water Service Tech (expanding presence on job posting sites)
  - Water Foreman (expanding presence on job posting sites)
  - Continue preparation of goal setting training

**FINANCE**  
**ACCOUNTING**

- Work continues to keep day to day on track and to close out the previous fiscal year in preparation for DLS reporting and certification of free cash.

**ASSESSING**

- Follow up presentation on RTE is on schedule for the Sept. 24<sup>th</sup> meeting of the Select Board

**COMMUNITY SERVICES**  
**SENIOR CENTER**

- The new Caregiver Support Initiative programming commenced in August funded by a collaborative grant utilizing the Friends as the required fiscal agent through Cape Cod Fund for the Elderly. We are providing a free monthly respite program, meal assistance, respite grants, caregiver support check-ins, and more.
- Several projects need to be moved to the next phase in September including kitchen appliance updates, a pilot transportation program, preparation for new vehicle purchase, and garden installation plans.
- September is National Senior Center Month, and we are celebrating with a “Spirit Day” on September 22<sup>nd</sup> which includes a free brunch with musical entertainment.

**SNOW LIBRARY**

- The next regularly scheduled Snow Library Board of Trustees meeting will be on Tuesday, September 2, 2025, at 4:15 pm in the Skaket Room and via Zoom.
- The Marion Craine Gallery Committee has two exhibitions already scheduled for 2026:
  - (1) In April 2026, The Nauset Regional High School Art Department will display student artwork in the Gallery and student-made jewelry in the library’s front display case.
  - (2) In June 2026, Marion Craine Gallery Committee member Tom Genereux will be coordinating an exhibit by artists for a Lower Cape Pride art exhibit.

## **TOWN CLERK**

- A new multi-member body packet is under review and is expected to be completed ahead of the annual orientation meeting.
- We have received approval on Article 27 Cannabis Delivery, Article 28 Define Moderate Housing, Article 29 Demolition of Historical structures. I am still waiting for the notice on the review of the Zoning By-law articles 43-48. I have been in contact with the AG's office, and our review is in process. Legal ads will be run as soon as the approvals are received.

## **RECREATION, CULTURE, COMMUNITY EVENTS**

- All Summer Programs have officially finished. We had amazing participation from our children and adults and a tremendous staff this summer.
- On Monday, August 11<sup>th</sup>, our Fall program registration began. Adult programs: Pickleball, Beginner Pickleball Clinic, Early Bird Fitness, Tennis, and Yoga. Youth programs: Grades 3-6 Soccer, K-2 Soccer Clinic, Pre-K Soccer Clinic, Flag Football, and Youth Pickleball.
- New this year, we have new Adult Events: Stand Up Paddling Boarding, Atlantic White Shark Lecture, Local's Summer Movie Night, Adult Crafting Night, a Guided Hike through Baker's Pond, and a Mixology Class

## **HEALTH AND HUMAN SERVICES**

- In partnership with some of our neighboring towns, we are launching our CredibleMind website on Tuesday, September 2. Credible Mind is an online platform featuring mental wellbeing resources (expert rated and vetted) that include videos, podcasts, apps, books, and articles.
- Sonya Martin, our Local Public Health summer intern, updated our Sale and Use of Tobacco and Nicotine Delivery Products regulation and presented her recommendations to the Board of Health on July 17. We will move forward with a public hearing and adoption of the updated regulation in September and/or October. This will need to be advertised and communicated to Tobacco Permit holders in Town
- We are partnering with neighboring Health Departments to hire Crescendo (the same company who did our 2024 Needs Assessment) for a project on community engagement, which will allow citizens to give feedback on how they would like to see us spend the opioid abatement funds.
- In collaboration with Cape Cod Healthcare, we will be hosting a flu clinic on Tuesday, September 23 from 9AM to 12PM at the DPW.

## **PLANNING & COMMUNITY DEVELOPMENT**

### **BUILDING**

- Received Site Plan Review application to add 34 workforce housing units to former Seashore Motor Inn at 24 Canal Road.
- Reviewing engineering plans for solar energy canopy within the circle on Commerce

Drive.

## **CONSERVATION**

- Putnam Farm barn and Phase 5 fields permitting will be subject of a Conservation Commission hearing on August 19.
- Received 6 other Notice of Intent filings, with hearings to be opened on Aug 19.

## **PLANNING**

- Orleans Comprehensive Plan work included meetings with consultant to review draft plan language, and continued meetings with Town staff on the Action Plan. The first public meeting on the plan will be at a meeting of the Orleans Citizens Forum on Sept 25.
- Submitted Town Meeting article requests for Baker Pond alum treatment (\$70,000) and for engineering support related to the Comprehensive Wastewater Management Plan (\$150,000). Both requests were deferred to the Fall during the Annual Town Meeting process.
- Pleasant Bay Alliance towns received a draft Watershed Permit from MADEP. The permit is consistent with the application materials submitted for Orleans and will protect the Town against any requirement to install Innovative/Alternative septic systems throughout the watershed. The 30-day internal comment period began August 18, and will be followed by required notice in the Environmental Monitor

## **HOUSING**

- Housing Trust is discussing a new program to work with the private sector on development activities to support a timely increase in housing opportunities. One example may include a program of paying developers for increased numbers of affordable rental units.
- Response to recent letters sent to unregistered short-term rental owners have been positive. There has been an uptick in registrations.
- Staff is researching and drafting RFP approaches for mixed-use redevelopment of 44 Main Street and developing discussion points for a housing roundtable on the topic.

## **ZONING**

- Staff prepared a podcast to explain the proposed form-based zoning initiative. This new way to approach future development remains on schedule for the Fall Town Meeting.
- Bylaw re-organization is nearly complete and will be part of the overall zoning package that will be considered.

## **PUBLIC WORKS AND NATURAL RESOURCES**

### **NATURAL RESOURCES**

- As of August 10, at Nauset Beach we have had 30 aquatic rescues, 10 major first aids, over 100 minor first aids, and over 500 preventive actions. Aug 7th through 10th the guards had 7 rip tide rescues, 5 high surf rescues and multiple shore break rescues.
- Skaket beach lifeguards will conclude on 8/23 due to staff returning to school. Seasonal housing was at capacity this summer and was crucial for recruiting staff. Competitive wages will need to be addressed for retention and recruitment of seasonal staff.

- Skaket Beach study is progressing. A second public meeting will be scheduled in September to review preliminary concepts to improve the long-term resilience of Skaket Beach.
- Goose Hummock bulkhead is out to bid for construction to begin on November 1.
- Nauset North (Residents) OSV closed 8/18 due to lack of beach associated with high surf. With the impending storm Erin approaching it is likely that it will remain undrivable this Fall. We will monitor it daily.

## **HIGHWAY**

- First successful Class A CDL student through our in-house CDL training program. John Murphy, senior equipment operator passed his tests and was issued his license on 8/18. Rita Johnson and Jim Monaghan were pivotal in the implementation of the program.
- Development of Bloodborne pathogen training program for needle/ sharps collection.
- Continued maintenance of roadways: limbing, roadside mowing and sweeping.

## **PARKS**

- Crews are updating aging irrigation systems to conserve water throughout all Town properties.
- Skilled staff are working on replacing the stairs at Windmill Park.
- Continued Maintenance of all Public spaces, mowing, weeding, pruning etc.

## **TRANSFER STATION**

- Updates to facilities security cameras is ongoing
- Flare for capped landfill maintenance completed. Replacement of gas valve recommended to improve reliability issues. This will allow for automatic start and stop of the flare. Currently the flare can only be operated manually due to issues with electronics.
- Staff continue to assist as seasonal high demand continues.

## **WATER/SEWER**

- The sewer team is working with the Board of Water and Sewer Commissioners and the Select Board to secure the necessary utility easements for Phase 3 sewer construction. The easements are necessary to apply for SRF funding.
- We remain at a level II drought, please help by adhering to Water Use Restrictions.
- Sewer construction crews continue to work on pump station #4 at Town Hall, over the next few weeks the team will finalize the Fall construction schedule for road restoration.

## **FACILITIES**

- Two new office areas were created by partitioning the former water department's administrative space.
- Contracted the replacement of carpeting for the Library's Crane Room, the Periodical Room, the upper-level mezzanine, and public stairs.

## **POLICE DEPARTMENT**

- The Department's Community Service Officer (CSO) program will conclude for the summer season. Our CSOs have performed exceptionally, serving as dedicated community ambassadors and providing invaluable support to our patrol staff.
- The department is currently developing a training presentation to address the growing challenges associated with electric bicycles (e-bikes). This initiative will cover key topics including: the legal definitions and classifications of e-bikes (Class 1, 2, and 3), rider requirements such as age limits and helmet use, and the scope of enforcement available to law enforcement officers. The rapid evolution of e-bike technology combined with inconsistent regulations and increased roadway usage has created significant safety and enforcement challenges for police departments nationwide.

## **FIRE DEPARTMENT**

- This summer showed a significant increase in call volume compared to last year from July 1 – August 19. 548 calls in 2025 vs 472 calls in 2024. Overall, calls are up from previous years.
- The hot weather over the last few weeks has continued to challenge the station's air conditioning. Despite multiple visits by an HVAC company, the station's air conditioning cannot keep up, creating high temperatures in the fire station for on duty staff.
- EMS Coordinator Leslie Vasconcellos will retire at the end of August. Her last day coffee will be held on Thursday August 28 from 9am to 11 am at the Fire-Rescue Station.
- Firefighter Brandon Henderson will be promoted to EMS Coordinator at the end of August.