

**TOWN OF PROVINCETOWN – SELECT BOARD  
MEETING MINUTES – REGULAR MEETING  
TUESDAY, OCTOBER 9, 2018 6:00 PM  
TOWN HALL – JUDGE WELSH ROOM**

Chair Louise Venden convened the open meeting at 6:11 pm noting the following:

Board of Selectmen attending: Chair Louise Venden, Vice Chair Tom Donegan, Members Cheryl Andrews, Robert Anthony, and Lise King

Excused:

Other attendees: Town Manager David B. Pangore, Assistant Town Manager David Gardner, and Secretary Linda Fiorella

Recorder: Linda Fiorella

*Consent Agenda – Approval without objection required for the following items:*

- A. *Proclaim Sunday, December 09, 2018 as Senior Citizen Day – in honor of our senior citizens.*
- B. *Approve Linda M. Loren’s request on behalf of the Unitarian Universalist Meeting House, to change Bingo night from October 17, 2018 to October 20, 2018 for their yearly Ptown Roundup Fundraiser.*

Member Andrews noted that Consent Agenda Item A had last year’s date and needed to be amended to the correct date of December 9, 2018.

**Without objection Chair Venden waived the reading of the consent items and without objection they were approved unanimously by the Select Board, as amended.**

**1. Public Hearings:**

- A. Pole Hearing - Application by Jessica Elder on behalf of Eversource requesting permission to locate underground cable, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways: Carnes Lane, Provincetown, to install 50’ of conduit and cable under sidewalk in accordance with plan files marked Plan No. 2280848 Dated 07, 2018**

Vice Chair Tom Donegan read the legal notice: A public hearing notice for the Pole Hearing at 5 Carnes Lane.

**EXHIBITS/DOCUMENTS: Pole Hearing application dated September 1, 2018**

Jessica Elder, Eversouce representative, was present for the meeting and stated that Eversource is petitioning to install conduit under the sidewalk.

**PUBLIC INPUT:**

none

## **SELECT BOARD INPUT:**

Member Andrews questioned if there would be manholes and Ms. Elder responded that there would be hand-holes. Further discussion covered Member Andrews concerns about manholes in general and their placement. Department of Public Works Director Richard Waldo stated that whenever possible manholes and hand-holes were placed away from where wheels might hit them and in such a way that pedestrians won't trip on them.

**Move that the Select Board vote to approve the installation of 50' of conduit and cable in accordance with plan files marked plan 2280848 on Carnes Lane, Provincetown**

**Motion: TD                      Seconded: LK**

**VOTED**

**In Favor: 5**

**Opposed: 0**

**Abstain: 0**

## **2. Public Statements:**

- Michelle Jarusciewicz, Housing Specialist – Ms. Jaruciewicz announced that there would be a meet and greet with Camoin Associates regarding economic development at Harbor Lounge and a round table at Town Hall the following day, October 10, 2018.

## **3. Select Board Member's Statements:**

- **Lise King** – I want to welcome folks in town for Women's Week. Appreciate having people here in our shoulder season. It's relevant this year that Women's Week is happening now after the appointment of newest member of Supreme Court. Politics is local and I'm grateful to be living in a Town where we take care of each other. Our politics includes diversity of all kinds. Encourage everyone to pay attention and make sure that your friends are getting registered and getting out to vote. Storm season is upon us and we know that our town manager is working on our storm preparedness and emergency response. Pay attention to taking care of friends and neighbors and when storms coming pay attention to who needs help. Go out and ask around and if someone in your neighborhood who is elderly or handicapped or with children and may need extra help. Let's be aware of each other and our pets.
- **Cheryl Andrews** – **I was going to** mention Women's Week too, but you beat me to it and I'm glad you did. It's a quirk of the calendar but every year during Women's Week they have a community dinner at Provincetown Inn and we don't get to go because we have a Selectmen's meeting. So for all those folks that are working hard to put on this great annual event – I'm with you in spirit. I'm sorry to miss the party. One of these days we should have our meeting at the Provincetown Inn. I wish you all the best and hope you have great weather and a great week.
- **Robert Anthony** – I'm all set.
- **Tom Donegan** – in the last meeting we talked about the calendarization of revenue coming in relatively short weeks and luckily we've recently received our water and meals and rooms tax reports and we have four months of relatively level water withdrawals, and revenues it looks like. August is clearly bigger but not remarkably so. Over the past couple of years the season has gotten longer. We're beginning to see four clear months and two shoulder months. So the seasonality is changing quite a bit. I know we

have the Cape Cod Commission here tonight. Are we going to have an agenda item on the plan we got today. I think we'll be able to go over some of it but there's parts we'll need to ... particularly on the Housing section I have questions lots of questions. It's well written and I appreciate it and we'll talk about it tonight. I do encourage folks begin to think of us as a regional player. We fund the Cape Cod Commission, their services have been professional and Cheryl has done a great job representing us. We think about storms, traffic, transportation, housing we have traditionally been pretty aggressive. I think it's time we think about how we can help with the leadership aspect to make sure the region benefits from what we do and vice versa. We've struck our own path the last generation, in a good way. The Housing Trust addresses many of the things that the talk about in the Housing section. Look forward to conversations.

- **Louise Venden- I have been speaking with** Janet Reinhart, Chair of Wellfleet Board. We had a six town meeting in the Spring with the new Superintendent of the Cape Cod National Seashore. We're working to set up an agenda for the next six town meeting-- it would be a public meeting. We're proposing to talk about transportation. We'll be relying on information we already have on hand but also think about ways we might be able to collaborate to create schedules of buses and transportation to enable people to get to the beaches without cars and also to accommodate seasonal workers who wait by the side of the road for buses in the rain and also who work late and have no bus service. I'm all for us collaborating. I'm sorry it's been so hard for Mr. Panagore to arrange to meet with Truro on shared services, and I hope that will happen soon before budget meetings. I hope that people come to the round table tomorrow. I'm a strong advocate of the Economic Development plans, information and studies that will come forward and hopefully it will be incorporated into Local Comprehensive Plan. If people have ideas about where the priorities ought to be then they ought to come to meetings. It's important that people turn out for these things.

#### **4. Joint meeting/Presentations:**

##### **A. Presentation by Kristy Senatori and Heather McElroy, Cape Cod Commission, on the Update of the Cape Cod Commission's Regional Policy Plan**

Kristy Senatori introduced herself as the Executive Director of the Cape Cod Commission and Heather McElroy introduced herself as the Natural Resource Specialist of the Cape Cod Commission.

Ms. Senatori began with a background of the policy plan then explained the differences between this current draft and previous policy plans including new performance measures and focusing on systems, balance, and context in developing the plan, and that they are looking for feedback during the public comment process taking place now. Preserving natural resources and character are key to the plan while balancing economic growth and housing plans.

Ms. McElroy discussed the new concept of place types based on land use types including natural areas, rural development and suburban development areas, special character areas such as historic districts, and transportation centers. She further discussed community activity centers where services and activities currently exist and would have potential for further development. She noted that Provincetown is one of 17 of those community activity centers identified for the Cape Cod Commission's Draft Regional Policy Plan. She related the timeline for the comment period and the public hearings which will be followed by any revisions. More information can be found at the [capecodcommission.org](http://capecodcommission.org) website and Ms. McElroy encouraged people to go to the public comment meetings and checking out the website. The plan is for the plan to be adopted in December.

The Board then asked questions with Select Member King asking about mental health and youth and elderly issues among others, and discussion ensued about how much of those issues fell into the purview of the plan. Select Member Andrews questioned the availability of a document to explain the thought process behind the changes especially regarding the separation of policy and regulatory. Chair Venden suggested written comments and attending meetings for Board Members and the public and suggested the performance measures adopted be specific. Vice Chair Donegan discussed seasonal economies and requested the Commission aid towns like Provincetown to work with towns like Nantucket with similar economies.

5. **Appointments:** none this meeting

6. **Town Manager / Assistant Town Manager:**

**A. Town Manager's Report – Administrative Updates**

The Report covered a potential storm headed for Provincetown and it's potential to keep Mr. Panagore from a discussion at Bard College later in the week, and well as the economic development events mentioned earlier by Ms. Jaruciewicz. Mr. Panagore noted other staff attending other events then moved on to a review of a memo on the cable contract, a change in the biweekly department update, and announced the hiring of a new project manager and a new Town engineer.

The Calendar section of the report covered the timeline of the Fall Town Meeting including the upcoming forum and then in November beginning to work on the budget and the Fall Traffic Hearing, noting that the last day to submit for the Fall Traffic Hearing is October 18<sup>th</sup>.

Discussion covered the projects where the new engineer could save the Town money such as the Police Station and the Commercial Street work. Select Member King requested more information about the Red Thread contract and the Board and Town Manager discussed the Visitor's Services Board and Tourism Department roles and the timing for adding the discussion as an agenda item. The Emergency Planner position was discussed as well as the new Police Station, public-public partnerships, construction on Bradford and Prince, and different microphones for Select Board meetings.

7. **Request:**

**A. Police Station Site Delineation (ANR Submission)**

DPW Director Richard Waldo described the Approval Not Required process and the purpose of the submission in this case for the Police Station Site.

**Move that the Select Board vote to approve submission to the Planning Board for an Approval Not Required (ANR) hearing to combine abutting lots owned by the Town of Provincetown into a single parcel for use for a new police station**

**Motion: Vice Chair Donegan      Seconded: Select Board Member Anthony**

**VOTED**

**In Favor: 5**

**Opposed: 0**

**Abstain: 0**

**B. Harbor Hill license agreement for parking in the public way**

Assistant Town Manager David Gardner began with a brief description of the additional units being added to the Harbor Hill complex and the need for additional parking.

Vice Chair Donegan added that the Trust is adding some accessible units.

Select Member Andrews noted that the wording of the motion should include the parties involved in the license agreement.

**Move that the Select Board vote to approve the license agreement between the Town of Provincetown and the Year-Round Rental Housing Trust for private parking at Harbor Hill to encroach into the public way along Bradford Street Extension**

**Motion: Select Member Andrews    Seconded: Select Member Anthony**

**VOTED**

**In Favor: 5**

**Opposed: 0**

**Abstain: 0**

**C. Prioritization of 2018-2019 Strategic Plan Goals**

Discussion covered that all of the goals are important and it was suggested to remove the numbers which make it seem like they are prioritized.

**Move that the Select Board vote to reformat the goals so that the six are equally weighted**

**Motion: Vice Chair Donegan                  Seconded: Select Member Andrews**

**VOTED**

**In Favor: 5**

**Opposed: 0**

**Abstain:**

**D. Town Manager's Goals/Review Setting**

Discussion covered staff reviews and pay raises and merit based raises. Related to the Town Manager's goals and review it was discussed that the grading system and resultant increase in salary should be clear at the time of the review and that any discussion between or among the Select Board about specific aspects of the review needs to be done in a public meeting. Vice Chair Donegan proposed a personnel board or other group develop an incentive program. Other Members expressed agreement. Mr. Panagore will provide update reports in advance of his review and agreed to review and potentially shorten the current list of Goals for his next review.

**E. Secretary to the Board's Annual Review Process**

Discussion of Secretary to the Board, Ms. Paine's previous annual review, the timing and process, and input of town manager. Chair Vended would like input from others on the Board and it was agreed that Select Member Andrews would do the section corresponding to when she was Chair of the Board, Chair Venden would do the section corresponding to after when she became Chair, and the rest of the Board can complete the form in the packet and submit it to Chair Venden.

**F. Select Board Recommendations for Special Town Meeting**

**Move that the Select Board vote to schedule a public hearing for October 25, 2018 as printed.**

**Motion: Select Member Andrews      Seconded: Select Member Anthony**

**VOTED**

**In Favor: 5**

**Opposed: 0**

**Abstain: 0**

**G. Select Board Town Meeting and Forum Assignments**

Discussion covered which Select Board Member would present which Warrant Articles at the Forum.

**8. Minutes: Approve minutes of previous meetings.**

**Move that the Select Board approve the minutes of:**

**September 10, 2018 5:00 pm (Special) as printed**

**September 10, 2018 6:00 pm (Regular) as printed**

**Motion: Select Member Andrews      Seconded: Select Member Anthony**

**VOTED**

**In Favor: 5**

**Opposed: 0**

**Abstain: 0**

During the discussion of the following minutes, Select Member Andrews pointed out that she prefers to be referred to as Dr. Andrews or Cheryl, not Ms. Andrews. It was so noted and will be changed.

**Move that the Select Board approve the minutes of:**

**September 24, 2018 6:00 pm (Regular) with changes so noted**

**Motion: Vice Chair Donegan      Seconded: Select Member Anthony**

During the discussion of the following minutes, Select Member Andrews pointed out that the meeting was not an Executive Session and that Town Counsel was misspelled as well as a typo on a statement that should read "I do not believe we have any additional articles to insert", a misspelling and a typo regarding the time of day of the meeting. The changes were so noted and will be changed.

**Move that the Select Board approve the minutes of:**

**September 28, 2018 11:00 am (Special) with changes so noted**

**Motion: Select Member Andrews    Seconded: Vice Chair Donegan**

**VOTED**

**In Favor: 5**

**Opposed: 0**

**Abstain: 0**

**9. Closing Statements/Administrative Updates:**

- **Lise King** - nothing
- **Cheryl Andrew** – all set
- **Robert Anthony** - fine
- **Tom Donegan** – remember to post the meeting in Truro
- **Louise Venden** – Jonathan Scott runs something called Victory Programs to help people who are homeless and in need to care. Freddy has fall through the cracks. There is a program called habilitation, Walter Finney runs the organization that provides supports for people with mental health issues. I think we can each out beyond our borders to provide a stronger support system for people like Freddy both housing and othehrwise.

Without objection the meeting was adjourned at 8:58 pm

Minutes transcribed by: Linda Fiorella