

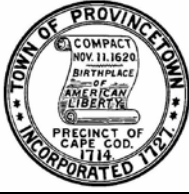


Board of Selectmen

Meeting Agenda – Revised

The Provincetown Board of Selectmen will hold a public meeting on Wednesday, December 10, 2014, at 6:00 p.m. in Caucus Hall, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

1. Coastal Community Resilience Grant Program – DPW Director Richard Waldo.
2. Round Table Discussion facilitated by Michelle Crone regarding Town Manager Qualifications.
3. Other – Other matters that may legally come before the committee not known at the time of posting - votes may be taken.



Coastal Community Resilience Grant Program

Requested by: Richard J. Waldo, P.E., DPW Director, December 8, 2014 Action Sought: Discussion & Approval

Proposed Motion(s)

MOVE that the Board of Selectmen vote to accept and approve the Coastal Community Resilience Grant from the State of Massachusetts office of Coastal Zone Management in the amount of \$155,125.

Additional Information

The competitive grant provides funds to allow the Town of Provincetown to use Lidar technology to map (topographically) our town and develop stormwater inundation pathways during major weather events. Furthermore, the Lidar data will be used to develop a town wide vulnerability assessment (VA) of all town owned infrastructures.

Vulnerability Assessments should allow us to be more competitive in future grant opportunities as it will put the science behind our proposed projects. For example, being able to demonstrate beyond photo's that a real vulnerability exists to Town Hall and surrounding area when the Ryder Street Outfall is unable to properly drain. In addition, it is anticipated that coordination between the harbormasters office and DPW we can be better prepared prior to and/or during storm events.

This grant requires a 25% town match either through in-kind services or cash. The DPW plans to improve on the towns stormwater GIS database. The plan is to have staff with the assistance of an engineering firm collect field data of all the attributes of our stormwater system. These attributes include determining when a storm drain was installed and the material of which it was constructed, catch basin attributes such as material of construction and whether its solid or leaching, and finally the invert elevations to ensure the direction of flow is accurate. All this field data will be inputted into our stormwater database. This will be the first step towards developing a better asset management program.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

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**Scope of Services
CZM Coastal Community Resilience Grant Program
Town of Provincetown
December 4, 2014**

Contractor

Richard J. Waldo, P.E.
Town of Provincetown, Department of Public Works
260 Commercial Street, Provincetown, MA 02657
508-487-7060
rwaldo@provincetown-ma.gov

Project Title

Increasing Coastal Resiliency and Reducing Infrastructure Vulnerability by Mapping Inundation Pathways

Summary

The town will prepare a high-resolution, inundation pathway map of public and private infrastructure and resources, excluding lands within the boundaries of Cape Cod National Seashore. The neighborhood scale inundation maps will be based on best elevation data and ground-validated with accurate GPS surveys. As part of this work, the town will install a datum-referenced and tidal-referenced water elevation monitoring system (tide gauge) to provide town managers with real-time water level elevation during storm events.

Scope

As described in the application to the Coastal Community Resilience Grant Program, the following tasks will be performed under this contract:

Task	Description	Deliverable	Deliverable Due Date
1 Develop preliminary inundation pathway maps	Develop preliminary inundation pathway maps at neighborhood-scale based on available lidar data.	Preliminary inundation pathway maps	June 1, 2015
2 Conduct site-specific GPS surveys	Conduct site-specific GPS surveys to verify inundation pathways and validate lidar. Finalize inundation pathway maps.	High resolution hardcopy maps and GIS database of inundation pathway maps	November 1, 2015
3 Install and calibrate tide gauge; perform public education	Install and calibrate real-time, web accessible tide gauge. Develop public education signage and install near the tide gauge on MacMillan Wharf, explaining its significance the information it provides. Post information on town website and prepare newspaper articles.	Online, datum-referenced tide gauge, public education signage, website update and news articles	November 30, 2015

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4	Assess impacts to infrastructure	Assess potential impacts to Provincetown infrastructure assets, including water and wastewater, roads, bridges, culverts, stormwater systems, etc. Include discussion on impacts to public buildings, the airport, ferry terminal and access routes and role of beaches and other natural resources in the community. Categorize and assess risks to infrastructure and recommend mitigation actions.	Preliminary memo describing modeling and risk assessment approach and results, provide GIS data to town	January 31, 2016
5	Recommend adaptive strategies	Prepare a summary of proposed recommendations for adaptation strategies.	Recommendations for adaptive strategies	February 27, 2016
6	Final report	Compile results and information from all tasks into final report	Final report	June 30, 2016

Budget and Schedule

	Deliverable	Deliverable Due Date	Grant	Match	Total	Invoice Due Date
1	Preliminary inundation pathway maps	June 1, 2015	\$23,350	\$0	\$23,350	July 1, 2015
2	High resolution hardcopy maps and GIS database of inundation pathway maps	November 1, 2015	\$48,300	\$0	\$48,300	December 15, 2015
3	Online, datum-referenced tide gauge, public education signage, website update and news articles	November 30, 2015	\$6,850	\$0	\$6,850	December 15, 2015
4	Preliminary memo describing modeling and risk assessment approach and results, provide GIS data to town	January 31, 2016	\$61,500	\$35,000 Town in-kind	\$96,500	March 31, 2016
5	Recommendations for adaptive strategies	February 27, 2016	\$10,000	\$0	\$10,000	March 31, 2016
6	Final report	June 30, 2016	\$5,125	\$18,375 Cash	\$23,500	July 31, 2016
	TOTAL		\$155,125	\$53,375	\$208,500	

Reimbursement

To receive grant funding, the applicant must have agreed to the fiscal requirements of the program by providing a statement from the authorized signatory of the organization acknowledging and accepting the following:

- Matching funds, in cash or in-kind, must total at least 25% of the total project cost.

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- Funding is provided on a reimbursement basis only upon receipt of a reimbursement package as described below. Advanced payments shall not be made. No payments will be made for Massachusetts sales tax.
- Work done prior to the project start date (the date issued and signed by the Commonwealth's Department Authorized Signatory) shall NOT be reimbursed.
- Invoices for work conducted prior to **June 30, 2015** must be received by no later than **July 31, 2015**.
- No funds will be granted for work performed after **June 30, 2016**. Requests for reimbursement will NOT be accepted after **July 31, 2016**.

The contractor must submit a reimbursement package containing the following items:

1. An **original** letter from the contractor with the contractor's authorized signatory requesting reimbursement.
2. All invoices requesting payment, including those from subcontractors. Invoices must itemize costs consistent with the agreed upon scope of work. Invoices must demonstrate sufficient information for CZM to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the project. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rate, etc.

Reimbursement packages should be submitted according to the above schedule, and reflect work performed according to the schedule of deliverables included in the project budget. Reimbursement is generally made within 45 days subsequent to approval of a reimbursement package.

CZM will retain a minimum of ten percent (10%) of the total maximum obligation of funds until all contract provisions are satisfied and final reports and other products are delivered and accepted.