



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: September 4th, 2019
Re: Town Manager's Report

This report is for the period August 22nd through September 4th, 2019

1. Meetings and/or Conferences
 - August 22nd – Carnival Parade
 - August 26th – Select Board Meeting
 - September 3rd – Crop Swap Launch Party at the Provincetown Library
2. Personnel Matters
 - Open Positions:
 - Zoning Enforcement and Code Compliance Officer
 - Town Engineer
 - Seasonal Parking Department Positions
 - On-Call Telecommunicators
3. Department Update

This bi-weekly update provides an update of recent town department activity.

Meetings and Items of Interest

Environmental Health: The Board of Health is hosting: *Raptors are the Solution: Eliminating Rat Poisons in Our Environment* on September 19th at 6:00 pm at the Provincetown Public Library. Join Gary Menin of MASS-RATS, the Massachusetts state chapter of the Berkeley-based Raptors are the Solution, for a discussion on the environmental effects of rat poisons and the dangers they pose to raptor populations (*Community Development-Health Division*).

VFW and Current Police Station Sites: The second public forum to discuss housing strategies for these sites is September 17th, starting at 5:30pm in the auditorium of the Provincetown Town Hall. The third forum for this process has been scheduled for November 13th. Additional information is on the Town of Provincetown website (*Housing and Economic Development Division*).

Provincetown Schools: Since the creation of the town wide policy to provide free childcare for residents and staff of the Town, as well as the International Baccalaureate

designation, the Provincetown school system has seen an increase in enrollment. This includes programs offered from Weecare (which starts at 3months old) through the 8th grade. The offering of free childcare provides a much needed service for those who need to return to the workforce but are unable to afford daycare (*Provincetown Schools*).

Economic Development

Objective: Support and increase the year round population

Town Clerk's Office: The office continues to process Public Records Requests, voter registrations, marriage licenses, vital records research, cemetery sales, and work on the 2019 Annual Town Report. To date, 66 marriage licenses have been recorded with the Town (*Town Clerk*).

Means of Egress stairways and fire escapes: The State Building Code, 780 CMR, MA, contains provisions for *the maintenance and certification of all exterior bridges, steel or wooden stairways, fire escapes and egress balconies to be examined and/or tested, and certified for structural adequacy and safety every five (5) years, by a registered design professional, or others qualified and acceptable to the building official;* said professional or others shall then submit an affidavit to the building official. Although this provision does not apply to one and two family dwellings, the Town has begun to inspect and inform all relevant property owners of this code provision. This will further the Town of Provincetown's compliance with Building Code, and promote safer means of ingress and egress for both occupants and Fire Services (*Community Development-Building Division*).

Objective: Support efforts to improve the tourism economy to enhance the visitor experience

Pier Operations: The Pan Mass challenge was handled successfully with ferry passengers and the additional two bow loading vessels that transported bikes back to Boston. The following week the Celebrity Cruise Ship Summit anchored out in the harbor, bringing 1711 tourist into town. These Passengers arrived safely and securely by tenders running around the clock, aided by the assistance of the Dolphin Fleet during the day. The trap shed artists reported an upswing in revenue as well as other businesses throughout town. During the week of Carnival, the Pier experienced an average increase in passenger traffic. Pier staff worked with the Provincetown Police Department, and assisted in crowd control along the parade route at Lopes Square and Ryder streets (*Harbormaster*).

Objective: Support efforts of Provincetown 2020 Celebration

Bas Relief: Phase I, the restoration of the granite structure surrounding the Cyrus Dallin bronze tablet, is complete. Phase II will began after Labor Day on Sept. 3rd, and includes the realigning the sidewalks due to encroachment concerns, landscaping, and additional site improvements such as new benches, trash cans, and bike racks. The Town website has included progress photos under the Highlights section of the webpage. The

anticipated completion date for this work is the beginning of November (*Housing and Economic Development Division*).

Housing

Objective: Increase Community Housing availability

Harbor Hill: On July 29th, construction began on buildings 4, 6, and 7. NEI conducted paving of some of the trenches and has begun the interior work, including removal of the existing carpets. NEI currently anticipates that a portion of the units will come online in December/January. Of the 6 units in Building #5, 5 are leased and occupied, with 1 unit pending execution of a lease (*Housing and Economic Development Division*).

8 Hensche Lane Resale: On August 19th, sale of this deed restricted 3 bedroom was completed. The Town of Provincetown is fortunate to welcome a new local family to the community as a result of this sale (*Housing and Economic Development Division*).

Community Connectivity and Communications

Objective: Develop and sustain existing programs and community forums that foster education on issues of public concern

Public Health: The Health Department is pleased to announce the launch of a new collaborative project with the Provincetown Public Library and Soup Kitchen in Provincetown (SKIP): Crop Swap: Provincetown's Produce Swap Shop. The premise of the Crop Swap is similar to the town's swap shop – people can drop off fresh, uncut fruits and veggies, and people can take them. The fridge opened for produce swapping on September 3rd at 4pm with a launch party and opening remarks by State Senator Julian Cyr on the Library Lawn (*Community Development-Health Division*).

Public Health: The new grant-funded Provincetown Community Support Liaison has the following walk-in hours:

- Monday: 10 a.m. - 12:30 p.m., Library, 356 Commercial St.
- Tuesday: 3 p.m. - 7 p.m., Library, 356 Commercial St.
- Thursday: 11 a.m. - 2 p.m., Library, 356 Commercial St.
- Friday: 11 a.m. - 2 p.m., Library, 356 Commercial St.
- Saturday: 10 a.m. - 2 p.m., Methodist Church, 20 Shank Painter Rd.

Jessica Handley, the Community Support Liaison is also available to meet with clients by appointment at the Library, Methodist Church, or other locations around the community. Her contact information is 508-237-7042, or jessica@HPCcapecod.org (*Community Development-Health Division*).

Objective: Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programing

Reducing Plastic: The Library is thrilled to have a bottle-filling station and water fountain installed on the second floor of the building. The Library is grateful to the Provincetown Recycling and Renewable Energy Committee and the DPW staff for installing this filling station (*Library*).

Book Festival: As part of the Annual Provincetown Book Festival, the Library will host a "Read Local" event on Saturday, September 14th, at 9am. This curated reading was judged by prominent New York literary agent Adam Chromy. The writers chosen are John Bonnani, Alexandra Marshall, Steven Bruce Myerson, Judith Newcomb Stiles, Jan Worthington, and Beth Ruggiero York. The six writers will be reading poetry, fiction, and non-fiction, some of it published, some of it from works in progress (*Library*).

Children's Programming: With the start of the school year, the Library will be starting "Reading Buddies." Reading Buddies will be a weekly after-school program co-sponsored by the Provincetown Library and Provincetown Schools, in which students choose their own books from the library to read one-on-one with adult volunteers. Every week therapy dogs join the mix, visiting with each adult-student pair so that the child can read to the dog, or pet and interact with the dog while the adult reads (*Library*).

Objective: Adopt means of creating public engagement with seniors, young adults, youths, people of color, and immigrants

New School Year: The Provincetown Police Department was at the school on opening day to greet the students, promote a sense of security and build relationships between the students and their 1st responders. Special thanks to Chief Golden for his proactive outreach during the summer (*Provincetown Schools*).

Youth Recreation Soccer: Labor Day marks start of Youth Soccer at the Recreation Department. Children in grades Kindergarten through sixth will begin practice September 9th, and start playing neighboring towns on Saturdays starting September 21st. New this year is our ability to offer soccer to Preschoolers ages 3 to 5. The Recreation Commission has made it an initiative to get our children participating in sports at an earlier age, and have hired Super Soccer Stars to coach this group of newest players. In this program, the goal is to teach soccer skills in a fun, non-competitive, and educational environment. The philosophy is to use soccer to nurture, build self-confidence, and develop teamwork in every class. Our specially designed curricula uses positive reinforcement and a low child-to-coach ratio to ensure that each child improves at his or her own rate while having endless fun (*Recreation Department*).

Built and Natural Environment

Objective: Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles

Highway Department: The Highway Department staff will continue routine maintenance while being prepared for any other issue that arises. Crews will be out cleaning catch basin of litter and debris along Commercial Street, pick up any lingering trash after Carnival, and cutting vegetation where required. Beach mats will be cleaned, and staff will rake the beaches one last time before putting the tractor away for the winter (*Department of Public Works*).

Water Tests: The Water Department staff will be performing a fire flow test on Shore Road in Truro for a project planned at the White Sands property. Additionally, a service tap is planned for a new construction house at #7-A Point Street. Water treatment staff will be conducting maintenance on a filtration unit, as well performing physical parts inventory in order to update records (*Department of Public Works*).

Objective: Implement the recently adopted Harbor Plan

Floating Dock Reconstruction Project: The Production of the floating docks will continue through to the end of September, with on-site mobilization beginning the end of September/beginning of October. At this time, we are still hopeful this project will meet the closeout schedule and be completed by the end of January 2020 (*Harbormaster*).

Emergency Planning and Management

Objective: Implement a structure of command; retain staff for further development and implementation of the plan Develop and approve an Emergency Management Plan

Emergency Preparedness: Modification of the Emergency Management webpage to promote Hurricane Preparedness resources has begun. Outdated links have been removed, while new regional, state, and federal guidelines/safety precautions have been added to specific topic sections. It is the intention of the Department to overhaul the entire page over the course of the winter after the conclusion of the parking season, when the Transportation Coordinator is able to re-prioritize seasonal objectives. Per request by the Select Board, the Department has attempted to pass the relevant information on to the Part Time Resident Taxpayer Association (*Emergency Management and Transportation Department*).

Objective: Propose zoning and other regulatory bylaws to improve public safety and emergency preparedness

Summer Tornadoes: On August 28th, Provincetown was acknowledged at the MEMA Region 2 meeting in Lakeville for the DPW's participation in debris removal and recovery operations following the July 23rd Cape Tornadoes. Provincetown was one of 15 municipalities across the state that sent crews under the governing Mutual Aid Agreement. The affected Cape communities expressed their appreciation for Provincetown's contribution to an expedient recovery (*Emergency Management and Transportation Coordinator*).

Climate Change Planning and Resilience

Objective: Improve the Town's resiliency to disruptions to the power supply by assisting with implementation of Eversource's community battery project and to identify other sustainable solutions to help achieve better energy resiliency

Eversource Community Battery Project: The Environmental Planner has been working with Town counsel and other staff on negotiating the form of lease with Eversource for the community battery project at the Town's transfer station. We anticipate that the Select Board will review the form of lease at its September 23rd meeting. In the first week of September, Eversource will be continuing discussions with the Fire Chief about emergency protocols and specialized training and equipment that will be necessary for this facility. Eversource has submitted application to the ZBA for zoning relief (pending), and to the Conservation Commission and the Natural Heritage and Endangered Species Program (which approvals have been granted). An application for site plan review by special permit will be submitted to the Planning Board. The Water Department staff will be conducting a fire flow test on Race Point Road and the Transfer station in support of the planned Eversource battery project (*Community Development-Conservation Division*).

Government, Operations, and Finance

Government and Operations

Objective: Develop a collaborative process of youth initiatives to enhance their quality of life Support organizational excellence:

Summer Program: On August 23rd, the Recreation Department ended their 2019 summer program. This summer we had a total enrollment of 117 children from as far away as Jamaica and Europe. Children participated in team building activities all summer. Thanks to a supportive and caring staff, the children learned to trust and follow these young adults throughout every activity to grow a strong bond amongst themselves. The staff led each activity with team building emphasis in mind, hence growing stronger relationships between all children from Provincetown to Europe, and from ages four to thirteen. The Recreation Department has created a welcoming atmosphere where all children are encouraged to try new things and meet new people. It has been a successful summer for the Summer Program at the Recreation Department (*Recreation Department*).

Objective: Implement policies and programs that support year-round culture and economy

Parking Updates: Following the Labor Day holiday, Parkeon and Flowbird will be reprogramming the town parking Kiosks and segmenting new server parking profiles. Adjustments to the server profiles aim to ameliorate parking tensions in the VMCC parking lot by providing business hour parking regulations to customers at point of purchase. As such, the Department hopes to see reduced Enforcement activity while increasing lot availability for town staff and community programming participants. Voltrek

has been engaged to repair damaged Chargepoint Electric Vehicle charging stations at the MacMillan Pier Lot. Repairs are expected to take place starting mid-September (*Emergency Management and Transportation Coordinator*).

Objective: Support efforts to achieve educational excellence and increase student population

Gardening Program: Sustainable Cape will once again have a presence at the school with the continuation of the Farmer in the School program. Our students will plan the gardens, grow and harvest the foods, and study the science, history, health and economics of food production (*Provincetown Schools*).

Finance

Objective: Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population

FY20 Tax Rate Recap: On August 30th, the Department of Revenue approved and accepted the Town of Provincetown's FY20 Tax Rate Recap. Provincetown was the sixth community in the Commonwealth to have its FY20 tax rate approved. This is due to a focused collaborative effort by the finance department (*Finance Department*).