



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: January 7th, 2020
Re: **Town Manager's Report**

This report is for the period December 3rd, 2019, through January 7th, 2020

1. Meetings and/or Conferences
 - December 9th – Select Board Meeting
 - December 16th – Town Manager Open House, Application Public Session, and Interview
 - December 17th – Select Board Special Meeting
 - December 25th – Christmas Holiday
 - January 1st – New Year's Day Holiday
2. Personnel Matters
 - Open Positions:
 - Town Engineer
 - On-Call Telecommunicators
 - On-Call Secretaries
3. Department Update

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

Items of Interest

Staffing Updates: The Community Development Department welcomed two new staff members: Thaddeus Soule is the new Town Planner, and Tyler Ranauro is the new Community Development Administrative Assistant (*Acting Community Development Director*).

Public Health: Please see the attached press release and brochure for our newest public health program offering breastfeeding assistance to new mothers in Provincetown, Truro, and Wellfleet (*Community Development-Health Division*).

Economic Development

Objective: **Support and increase the year round population**

Presidential Primary: Preparations for the March 3, 2020 Primary are underway. Early voting will begin at 8 am Monday, February 24th ending at 12pm on Friday, February 28th (*Town Clerk*).

Annual Report: The Due date for submissions for the 2019 Annual Report is January 25th, 2020. Reminders will be sent out as time is needed to incorporate all of the information into the report and send it to the printer in a timely manner (*Town Clerk*).

Objective: Promote policies that encourage the development of year-round business, entrepreneurial opportunities and jobs

CPA: 9 applications for funding were submitted by the December deadline, for total of \$723,766 in requests for various historic preservation, community housing, and open space/recreation projects. These applications will be reviewed by the Community Preservation Committee in preparation for consideration at the April 2020 Annual Town Meeting (*Housing and Economic Development Division*).

Economic Development (ED) Grants: On December 19th, the ED team reviewed the 11 macro grant applications (out of total of 15 grant applications received). Their recommendations will be forwarded to the Economic Development Committee, who then in turn will submit these to the Select Board for final consideration (*Housing and Economic Development Division*).

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

Pilgrim Monument Provincetown Museum Bradford Street: The arborist has tagged the trees on the hill that will be removed as part of the project to construct the Funicular. No confirmation has been received as to the timing of this construction. The Building Commissioner has spoken with the contractor and they are ready to commence once owner authorizes work to begin (*Community Development-Building Division*).

Objective: Improve broadband accessibility by working with Open Cape to achieve more connections along Commercial Street

Broadband Update: Discussions with OpenCape have been ongoing. With their assistance, the Town continues to evaluate options for funding a Commercial Street broadband initiative (*Management Information Systems Department*).

Objective: Support efforts of Provincetown 2020 Celebration

Bas Relief: In December, the site furnishings, comprised of the benches and trash receptacles, were installed at Bas Relief Park. Items that remain include the re-installation of signs and a design for the interpretive sign. The irrigation system, installed this past fall, will be tested in the spring (*Housing and Economic Development Division*).

Housing

Objective: Increase Community Housing availability

Buy-Down: The Community Housing office sponsored buy-down program for a first-time homebuyer in Provincetown is moving forward. The qualified applicant executed a Purchase and Sales Agreement on December 31st, 2019. Once completed, the property will be deed restricted in perpetuity to ensure continued affordability (*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

Regulatory: Health Agent Lezli Rowell is staying abreast of changes at the state and federal levels regarding tobacco control, communicating as needed with local licensees (Community Development-Health Division).

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

Food for Fines: Start the New Year off with a clean slate and help your neighbors. Food for Fines enables patrons facing overdue fines to get a fresh start and directly benefits members of our community by donating food or personal care items in place of Library late fees. The Library accepts non-perishable food items, personal care items, and/or fresh, uncut produce for the Library's Crop Swap Fridge. Each donated item will remove \$5 worth of your fines. All goods will be given to local food pantries or to the Crop Swap Fridge. The Food for Fines program will run until February 29th (Library).

January Movies Nights: The Provincetown Public Library welcomes the community to participate in the January free movie month comprised of four of Monty Python's finest feature films. This line-up of comedy classics has been carefully selected by Mary Alice Wells, Library staff member and film aficionado. The films start at 5:30 pm and will be shown in the following order: And Now for Something Completely Different (Jan 8); Monty Python and The Holy Grail (Jan 15); Monty Python's Life of Brian (Jan 22); The Meaning of Life (Jan 29) (Library).

2020 Reading Challenge: Meet others taking the 2020 Reading Challenge and discuss your book choices in person at the Provincetown Library Coffee Hour. Reading Challenge discussions will take place during the Coffee Hour on the first Friday of each month at 10am. If you can't make it, discuss your book choices on our Facebook page: <https://www.facebook.com/groups/614236512111364/> The following are the categories we will cover this year: a book associated with Provincetown or Cape Cod; a book written by a woman before 1920; when women got the vote, a book written after 1920 by a woman who won a major award (Pulitzer, National Book Award, Nobel, etc.); a book nominated for an award in 2020; a book you've been meaning to read; a book published before you were born; a book in translation, a book of any genre that addresses current events; an immigrant story – true or fictional; a book of poetry, a play, or an essay collection; a book by or about an American Indian; a book about a subject that fascinates you (Library).

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

Healthy Meals in Motion: The COA/VMCC is the site for the monthly mobile pantry offered in conjunction with the Family Pantry of Cape Cod. This program began in January 2017 and has grown significantly. Open to residents 60+ years of age and families with children, the COA Outreach Coordinator oversees registration, volunteers

and monthly food distribution. In 2019, 120 distinct clients were served, receiving 2095 bags of food with a value of \$88,000. The Department anticipates continued growth of the program in 2020 (*Council on Aging*).

Holiday Support: In addition to the much-appreciated efforts of Lower Cape Ambulance and the volunteers who hosted the annual David Asher Dinner, many others brightened the holidays of older adult town residents through special donations, including local business owners and senior care providers who put together individualized gift bags for seniors in need. The Friends of the Provincetown COA continue to provide financial support for programming year-round and could not offer all that the Department does without their commitment to the Senior Center (*Council on Aging*).

Public Health: The Winter Wednesday's 2020 lineup has been finalized. Posters and brochures will be out starting this week. The classes will run from Wednesday February 5 – March 25, 2020 from 6-8 pm at Provincetown Schools. Free childcare and free transportation available to residents of Provincetown, Truro, and Wellfleet.

Built and Natural Environment

Objective: Promote Policies and programs that protect and sustain the natural environment, and our community's way of life

Water Main Upgrades: The Water Department field staff continues to work on Montello Street, as GFM Enterprises is currently replacing the water main and service connections. The water main has passed a pressure test and bacteria sampling, and service hook-ups are currently being performed. It is anticipated drainage improvements will begin on Montello Street towards the end of the week of January 6th once the new water main is completed (*Department of Public Works*).

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

PARCS System and Seasonal Maintenance: Highway Department crews will continue working on the parking system upgrades at the Municipal Parking and Grace Hall lots. Due to weather delays and unanticipated electric service replacement there has been a delay in pouring concrete in the islands. The mechanical staff continues to make improvements to snow & ice equipment ahead of the upcoming storm season (*Department of Public Works*).

Town Building Updates: Crews will be removing a portion of the holiday lighting and assisting the building custodians with maintenance work. Staff continues to monitor the solar panel roof repair at VMCC, work on drafting an RFP for town hall painting, working on design of town hall HVAC improvements, drafting RFP for library generator installation, and MPL restroom plumbing upgrade (*Department of Public Works*).

PARCS Update: Site visits with Wescor, the company under contract with the Town to install the new License Plate Recognition software, resume the first week of January. The department remains optimistic that the project will remain on time as equipment

delivery and training dates approach (*Emergency Management and Transportation Coordinator*).

Building Repairs: A water leak has remained an issue on the garden side of the gymnasium. The school has taken the initiative to hire a firm to identify the source of this leak, as well as provide the Town with treatment options (*Provincetown Schools*).

Objective: Support efforts to bring forward a local comprehensive plan for the use of all Town owned land

Interim use of the 387 Commercial Street Waterfront Park: On December 9th, the Select Board reviewed the Recreation Commission's final proposed interim use policy for 387 Commercial Street. The Select Board's recommendation to have the Police Department review all applications has been incorporated, so that any possible issues with parking, traffic, crowds, noise, and alcohol can be addressed. The application for use of this property will be available through the Recreation office (*Recreation Department*).

Community Preservation grant requests: The Recreation Department has submitted two applications for funding through Community Preservation Grants to partially fund the 387 Commercial Street Property planning and the Chelsea Earnest Playground Basketball Court Retrofit. The Basketball court retrofit is a request to repave the existing courts at Chelsea Earnest playground. If approved, funds beyond what the grant allocates will be funded through the Recreation gift fund (*Recreation Department*).

Objective: Implement the recently adopted Harbor Plan

Floating Dock Reconstruction Project: The general contractor, ACK Marine has completed the install of the North floating docks as well as the dinghy dock fingers. Aside from installing the new pile caps and buttoning up final details, this project is nearing completion (*Harbormaster*).

Pier Operations: All Ferry services have ended for the season as of Holly Folly weekend (Dec 8th). Lobstermen continue to pull their remaining traps, as well as their boats from the water, in preparation for the long winter season. The Department continues working on revenue increases and budget improvements, as well as infrastructure development plans (*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

Barnstable county regional emergency planning committee (BCREPC): The BCREPC situation management and shelter meetings resume this month after a brief hiatus due to December weather events and the holidays. The department is exploring Shelter Management training opportunities for the relevant staff in other departments to enhance Provincetown's sheltering capacities (*Emergency Management and Transportation Coordinator*).

Objective: Implement core elements of the Hazard Mitigation Plan and Arcadis report in order to improve our community's resiliency to Coastal Inundation and the effects of climate change and evaluate the impacts of each measure taken to improve and guide future efforts. Refine priorities as better information and resources become available.

Plan Updates: The Emergency Management Department is seeking funding sources for the 5-year update to the existing Hazard Mitigation Plan, which is due to expire in 2021 (*Emergency Management and Transportation Coordinator*).

Climate Change Planning and Resilience

Objective: Identify and prioritize flood risk adaptive measures for both public and private properties based on the 2016 Infrastructure Vulnerability Assessment and the Center for Coastal Studies' Storm Tide Inundation Pathways Study

Insurance Services Office (ISO): 2020 is Provincetown's 5 year cycle visit for the Community Rating Service (CRS) program. The physical meeting is Monday, April 27, 2020 with the ISO. Prior to that meeting the Building Department will be gathering and collating all the information from the past 5 years, including but not limited to changes in Building Codes, adverse weather events and modifications to buildings in the floodplain (*Community Development-Building Division*).

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

Community Battery Project: Negotiations with Eversource and Town counsel regarding the Eversource Community Battery Storage project are in their final stages, with construction of the project expected to commence in early 2020 (*Community Development-Conservation Division*).

Government, Operations, and Finance

Government and Operations

Objective: Provide training and educational opportunities for staff and Board to improve operational effectiveness:

- **Create strategies to retain staff**
- **Pursue and promote 3rd Party accolades**

Impending 2020 Election Season: The Town Clerk will be attending election training in Franklin on January 15th in preparation for the three State Elections this year (*Town Clerk*).

Upcoming Conferences: Provincetown Schools is fortunate to have several staff members preparing to attend conferences on the International Baccalaureate Middle Year Program. These are great opportunities to further the IB mission of creating globally-minded thinkers (*Provincetown Schools*).

Software Upgrades MIS is in the process of upgrading desktop software, including Adobe packages as well as the underlying operating system. This will be a centralized process, and is intended to minimally disrupt end users (*Management Information Systems Department*).

Objective: Upgrade Town Human Resources capability to meet the functions set forth in the Charter, improves implementation of personnel policies, perform exit interviews to improve employee and board member satisfaction and performance

Human Resources: HR Director Elise Zarcaro surveyed Community Development staff members on workplace satisfaction and other issues. The data gathered is now being used as a jumping point for weekly staff meetings to discuss how the department can improve, become more effective, and work together as a team (*Acting Community Development Director*).

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

Parking Department: Expected upgrades to the current Parking Office software in January will allow for greater versatility by staff and service delivery to the public, as we prepare for the 2020 parking season permit sales according to the new structure created by November's Traffic Hearing (*Emergency Management and Transportation Coordinator*).

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

Upcoming Performance: Music is in the air at the Middle School, with rehearsals having started for "Once on this Island, Junior." This is an adaptation of the production "The Little Mermaid," and is scheduled to be a spring performance (*Provincetown Schools*).

Finance

Objective: Provide budgetary and financial information that reflect the financial activity of each department including promoting the use of "Open Gov" as a tool for Financial Transparency.

Performance Measures MIS has been busy preparing the Performance Measures module of OpenGov. This will provide data to the public regarding statistics from several key departments, including Community Development. The data will be presented in various easy-to-read formats, such as bar graphs, for the public to access (*Management Information Systems Department*).