

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: January 7, 2021

Re: Department Update Report for the January 11, 2021 Select Board Meeting

Administration

- COVID 19 Testing: Senator Cyr's staff set up a Cape-wide meeting on Monday, December 28, 2020 to discuss the use of uncommitted CARES Act from Cape Cod communities toward free asymptomatic testing on Cape Cod. There are several "Stop the Spread" sites across the Commonwealth that provide free testing to residents. Senator Cyr and Representative Peake have been working tirelessly to do the same on Cape Cod. The State did recently allocate some limited funds in order to provide low cost testing to our communities, with testing sites in Falmouth, Barnstable, Truro and Provincetown. In fact, Outer Cape Health was provided with some testing kits through January 10, 2021 that allow for testing without cost. However, the funding for this program is limited, which is problematic. Towards this end the Governor's Office did alternatively suggest that the Cape Cod communities utilize underutilized CARES Act monies in order to allow for a free Stop the Spread testing site, which was the genesis of this particular meeting. During this meeting we were informed that the recent Federal Pandemic Relief legislation extended the period to utilize these monies from December 31, 2020 to December 31, 2021. Communities still have programmatic need related to COVID-19, so the reallocation of these funds towards free testing is no longer a viable plan. Our Legislative delegation along with the Commissioners from Barnstable County are working on some other alternatives for funding, which appear encouraging. We should have more information available within a few weeks.
- Electric Power Supply: The Cape Light Compact recently issued a Request for Proposals for most of the Cape and Island communities' electric power supply. All participating communities' power loads were combined in order to make the contract more attractive to the marketplace. Two RFPs were opened on

December 17, 2020 during a zoom meeting; after review by CLC staff, counsel and our consultants we unanimously voted to accept the NextEra Energy Services' offer of \$87.98/MWh (8.7998 cents/kWh), which is a reduction from the current contract of \$96.51/MWh (9.651 cents/kWh). This contract is effective July 1, 2021 and runs three years through June 30, 2024.

- The Economic Development and Sustainability Committee: An initial meeting was held on December 15, 2020 and they will meet again on Wednesday, January 13, 2021 at 5:00 pm. Going forward they will be meeting on the 2nd and 4th Wednesdays of the month throughout the winter and spring.
- New Police Reform Legislation (MGL Chapter 6E, Section 5): This legislation was recently approved by the Massachusetts Legislature and sign by Governor Baker. All law enforcement agencies in the Commonwealth will be required by this legislation to be "certified" by a newly formed 9-member Massachusetts Police Accreditation Commission by July 1, 2021. This process will require a self-assessment process in order to update the department's existing policies. Over the next several months, the Provincetown Police Department will be investing a significant amount of time in this process. The Division of Police Certification, in consultation with the Municipal Police Training Committee, will establish minimum certification standards to include a broad range of policies and practices.
- September 21, 2020 Annual Town Meeting Warrant: The Massachusetts Office of Attorney General has requested and received a 90-day extension for the review of Articles No. 15 and 17, related to climate change policy and hunting on public property. The request was based upon their need for additional time in order to further discuss the proposed bylaws consistency with State Law.

Building

- Eversource Energy Storage System at the Transfer Station at 90 Race Point Road: The installation of the fire suppression systems will be commencing this week. The interior base pads to which the Lithium Ion Batteries will be mounted have been installed.
- Building Demolitions: The Historic District Commission did not find that the buildings located at 341 Bradford qualify as historically significant buildings which reflect the historical, cultural or architectural heritage of the Town of Provincetown and granted without further delay permission to demolish them. Demolition was also granted for the accessory building located at 10-12 West Vine St.
- The Bradford Access Project of the Pilgrim Monument and Museum: The track system that will be installed between the Upper and Lower Pavilions to guide and support the tram car up and down the hill. European manufacturer's representatives will be onsite to assist with the installation.

Compliance

- New Year's Eve: A number of restaurants were observed with patrons inside after the mandatory 10 pm deadline. Those businesses are being fined for that activity. Retail businesses were quiet, so mask and occupancy issues were not a concern.
- Business Capacity: The Compliance Officer requested that the Health Department send out a reinforcement email to restaurants on capacity limitations. The intent of the order from the Governor is for each room within a location to be at 25% of their normal capacity (not including staff).

Council on Aging/ Human Services

- COA Board: At the end of each year, we acknowledge the work of our dedicated COA Board. One of the first non-regulatory Town Boards to resume meetings virtually last summer, they continue to demonstrate their commitment to the mission of the COA with a focus on re-envisioning the Senior Center in a way that will ensure service delivery throughout the pandemic and beyond.
- Friends of the Provincetown COA: Without the fundraising efforts of the Friends, the COA would not be able to offer all of the services and programs that we do. During the pandemic, they have been particularly responsive to changing needs and operations. They are currently conducting their annual appeal and their efforts are especially appreciated as they have had to cancel other fundraising events this year.
- Emergency Bags: After completing a staff training on emergency preparedness through the Massachusetts Office on Disability, COA staff distributed 30 free emergency "go bags" to seniors for use during power outages, sheltering events, etc. Bags included a flashlight, cellphone charger, first aid kit, multi-functional tool, water, survival gear and more.

Emergency Management/Transportation

- Pay on Foot Devices: The Provincetown Parking Department has ordered plexi-glass to be put on the open side of the pay on foot machine enclosures. Although the manufacturer has explained that these systems are designed for inclement weather, the Department will be working with the Department of Public Works to have these installed for the off-season. Power remains active on all devices as updates from the host company are applied in real time.
- 2021 Parking Season: The Parking Department will be working with the Treasurer's office to determine how to roll out the 2021 parking permits. Information will be shared as it becomes available on the Parking Department webpage.

Finance

- FY2021 Local Option Taxes: Rooms and Meals Local Option Taxes were received on December 30 for August – October 2020. Rooms Occupancy Taxes are down (4.38%) from the same period of the previous year. Meals Taxes, on the other hand, are down (45.12%).

- FY2021 Marijuana Revenue: To date, we have received \$158,000 in host fees and \$190,000 in local option tax. While we expect them to compare in total, these marijuana revenue types differ due to the timing of distributions from the State.
- Municipal CARES Act: The recently announced extension to the period for CARES Act spending from December 30, 2020 to December 31, 2021 unfortunately has little bearing on Provincetown as we have already spent all of the Town's CARES Act allocation. Provincetown's second request for reimbursement will be made at the end of January for expenditures incurred July – December 2020. We will continue to work with the State Department of A & F and our legislators as we identify additional needs.

Health

- COVID-19 / Public Health: Provincetown, along with most towns on Cape Cod, is working with the Barnstable County Department of Health and Environment to provide vaccines to our region according to the state plan, until the vaccine is available in future phases through clinics and pharmacies.
- COVID-19 / Public Health: Health Department and Community Development staff, particularly the Code Compliance Officer, continue to provide education and outreach about the many recent changes to state industry guidelines and updated orders and advisories to licensees and the general public.
- Public Health / Connectedness: Session 1 of Winter Wednesdays begins 01/18/21, and registration is currently open. For more information, or to register, go to www.winterwednesdays.org.

Housing

- CPA Grant Cycle: Applications were submitted by 12/30/20. Due to COVID, applicants could submit hard copies or electronic. They are being compiled in preparation for initial review by the Community Preservation Committee [CPC] and for a public hearing in February.
- Economic Development Grant Cycle: Applications were submitted by 12/30/20 for micro and macro economic development grants. Due to COVID, applicants could submit hard copies or electronic. They are being compiled in preparation for initial review by the Economic Development Committee.
- CHC Meeting: Prepared for Community Housing Council [CHC] meeting on 1/4/21 where they voted on Growth Management housing allocations and targeted income levels for inclusionary zoning development at 286.5 Bradford Street which includes two community housing units.

Library

- Grant Awarded: The Library has been awarded a SLIN (Small Libraries in Networks) grant in the amount of \$2,665. This funding will directly off-set the Library's annual payment to CLAMS for ILS usage and service.
- New Programs Offered: Virtual Winter Programming has begun this month. The Library is offering two reading groups, Crafty Coffee Hours, and Virtual Tech Help.

Once Winter Wenevers begins on January 18 there will be something to do every day of the week. More information on our programming available at provincetownlibrary.org/calendar.

- Library Operations: While the building remains closed to the public, Library staff is available by phone and online during all regular library hours (7 days a week) to offer reader's advisory, assistance with electronic resources assistance, and help answering questions and finding answers. Wireless printing is also available. Street-side-pick-up of circulating library materials continues. Items may be requested through clamsnet.org, by calling 487-7094, or emailing pplstreetside@gmail.com.

MacMillan Pier

- Office Operations: The office on the Pier continues to be down to one staff member at a time to keep a presence on the pier and to support the Fishermen and tenants of the Pier. The support and cooperation has been great and the majority call ahead for any necessary needs.
- Patrols: The Harbor Master and Deputy HM continue to patrol the pier and harbor daily. And are on call each evening.
- Fishing Fleet: Fishing operations continue and a majority of versatile fishing vessels have stretched out their season and will continue to do so as long as they can and we will continue to support them. We are hopeful that we will be able to provide ice to them for at least a couple more weeks.
- Restrooms: The Public Restrooms out on the end of the pier are now officially closed for the season as of the new year.
- Maintenance: The West Side of the Pier is gearing up for a small project of Float Pile replacements for some of the tenants as well as the courtesy float and emergency repairs to the Transportation floats. This project should take 1-2 weeks.

MIS

- New Sound System: MIS helped coordinate the recent installation of a new sound system in the Judge Welsh Room. Cable funds were used for this project, and PTV facilitated the procurement. This new sound system is one of several improvements planned by PTV to address quality concerns for PTV broadcasts. The new sound system also offers enhancements to the process for conducting remote public meetings through Microsoft Teams.
- Cybersecurity: MIS is working with the Town's auditor, CliftonLarsenAllen (CLA) to address items from the annual IT audit that is included as part of the Town's financial audit. An external vulnerability assessment will be conducted in January 2021, and a social engineering campaign has been scheduled for March 1, 2021. MIS will be working with CLA over the next several weeks to prepare for these initiatives.

Public Works

- Town Hall HVAC Improvements: The Town has placed an HVAC contractor under contract to upgrade the air conditioning system at Town Hall to simultaneously cool upstairs and downstairs during the summer months. The contract is being subsidized by a \$138,350 Green Communities Grant Award.
- Wastewater Treatment Upgrade: The project will start to transition into the mechanical equipment installation now that the Peak Flow Storage Tank has been constructed. We expect the project to take a few months of down time before the Town takes delivery of the mechanical components. The tank is still slated to come online by summer of 2021.
- Water Filter Membrane Replacement: The Town is finalizing a contract with FilmTec Corporation in the amount of \$83,887 to replace 90 filter modules at the Water Treatment facility at Knowles Crossing. Given the COVID restriction the actual installation will likely be delayed until late February – early March.

Recreation

- Ho Ho Home for the Holidays Event: On Saturday December 19th, the Provincetown Recreation Department, in collaboration with the Provincetown Police Department and Provincetown Fire Department, brought the holiday's home to all Provincetown families. Santa Claus and his Police and Fire Elves delivered wrapped age-appropriate board games to all families who registered online. As an effort to replace an annual holiday tradition, the in-person holiday breakfast, the Recreation Department coordinated this event to promote staying home for the holidays. For families that did not live in town but attend Provincetown Schools, a pick-up option was provided at the VMCC parking lot. Santa and his Elves delivered 59 board games to 43 families that either reside in Provincetown or attend Provincetown schools. A big thank you to the police and fire departments for their assistance in the event and continued support. Provincetown is very lucky to have such committed personnel and members of the community who love to give back.
- Request for Proposals for the East End Waterfront Park at 387 Commercial Street: The process is underway to engage a professional consultant team to lead a community planning process to determine the vision for the park and develop a preliminary design concept. The Town has received eight separate proposals from qualified design firms. A selection committee has been formed to review, interview and evaluate all proposals received. This group is formed of members from the working group for this property and two staff members Brandon Motta, Recreation Director and Timothy Famulare, Environmental Planner and Conservation Agent. The working group for this property consists of one member from each of the following boards: Recreation Commission, Open Space, Historical Commission, Harbor Committee and Public Landscape. The Selection Committee is scheduled to meet January 7th to do initial reviews of the proposals and rate each proposal based on experience, qualifications and approach to the project. The hope is to

have a final selection and recommendation to the Town Manager's office by mid-February with the anticipation of starting the project in March.

School

- Student Body: Students and staff enjoyed a holiday break and everyone is healthy. We are monitoring COVID data carefully and are especially concerned about hospital capacity.
- FY22 Budget: Behind the scenes over the break the administrative team and assistants worked hard at preparing the FY 22 budget.

Tourism

- Plan your 2021 Vacation Campaign: Finalizing content for booking your Provincetown getaway now launching mid-January, the marketing will target new and repeat visitors in the tank away drive market to plan their 2021 getaway. The campaign will consist of digital, print, video and media outreach with a call to action encouraging early bookings.
- Filming in Provincetown: We have been working with 20th Century Fox Television for the filming of a Ryan Murphy series titled 'Pilgrim'. An updated application to film was received November 30th. Town staff and Public Safety has met with the location managers to review and discuss the application to film. The proposed 2021 dates are Move-In January 25 – 29, Filming February 1 – March 6, Wrap March 7 – 13. (Some dates may change based on weather and cast scheduling) Once approved to proceed the next step is to move to a licensing agreement.
- Press Inquiries: Various media outlets have contacted the Tourism Office for Provincetown editorial inclusion resulting in the following: WBUR/NPR content for 'Just Hope For The Best: Cape Aims to keep Visitors Coming In The Offseason', OutTraveler.com 'The LGBTQ+ Movies and Shows Filmed in Provincetown', Cape Cod Times 'Looking for something to do? 7 Best Bets for Entertainment'. The Banner and Independent contact the Office regularly for tourism, business and economic information. There have been many inquires for information about the Ryan Murphy filming of 'American Horror Story' season 10. The only information we have shared with the press is 20th Century Fox Television has applied for the filming of the production 'Pilgrim'.

Town Clerk

- Licenses: 2021 Dog Licenses are now on sale now by mail.
- Staffing: The new Town Clerk, Emmett Catanese, starts on Monday, January 11, 2021.