

# Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: January 21, 2021

Re: Department Update Report for the January 25, 2021 Select Board Meeting

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## Administration

- The Town Manager Search Committee: We held executive session meetings on January 7 and 14, 2021 to review resumes for the Town Manager position in order to identify candidates for initial interviews. We will be interviewing a series of candidates on January 21, 23, 24 and 26, 2021. Once again these interviews will be held in executive session as allowed under the Open Meeting law.
- Collective Bargaining Negotiations: I simply want to report that collective bargaining negotiations with the AFSME union have been ongoing for several weeks. In addition, we will commence negotiations with the Provincetown Police Labor Federation Union on Wednesday, January 27, 2021. Again the details of these conversations are confidential and privileged at this time.
- The Towns of Eastham, Wellfleet, Truro and Provincetown, in cooperation with OpenCape, have submitted a grant proposal to Mass Broadband under the Community Wi-Fi Hotspot program. OpenCape is the perfect fit to submit a collaborative application, since municipalities cannot apply themselves, and internet service providers must respond. This program would provide funding to extend WIFI at the Town Hall and the Library, and includes all equipment, connection, fiber, access points and service.

## Building

- 315-A-319 Commercial (The Surf Club): This building, adversely affected by fire on May 27, 2017, has restarted the process of renovation by way of pre-application meetings and a building permit application. The owner of the property has expressed intent to have the Surf Club operational by the summer of 2021.
- Bradford Access Project of the Pilgrim Monument and Museum: The track system and service stairs have been installed and the lower pavilion roof sheathing is

installed. A trivia fact: if the track was installed vertically, it would be 8 stories in height.

- New Construction: The horse farm located at 66-72 West Vine has been through the process of securing regulatory approvals to construct a total of three buildings on the parcels. This will be a phased project. Phase one will see the construction of two buildings, each containing two dwelling units.

#### Council on Aging/ Human Services

- Mobile Pantry: The Healthy Meals in Motion program through the Family Pantry of Cape Cod continues to serve five Cape towns, with Provincetown having the largest number of clients. It is open to residents 60+ and to families with children and is unique in that it is a choice pantry that includes perishable items. In 2020, we served 82 distinct households with 61 participating in December. This process involves multiple COA staff and volunteers and is ably managed by our Outreach Coordinator, Andrea Lavenets.
- Virtual Programming: Our virtual Senior Center continues to grow rapidly. In January, we are offering over 30 programs including 16 new interactive classes, several ongoing weekly social gatherings and music programs. We continue to add new participants and offer one-to-one tech assistance and instruction.
- Human Services Committee (HSC): For the FY2022 Human Services Grant Program, the HSC is recommending funding to the Annual Town Meeting for 18 organizations in the amount of \$89,200. This represents a 43% increase in the number of applications received this year, a 38% increase in the number of agencies funded and a 39% increase in recommended funding over the previous year. Committee members are to be commended for their diligence and commitment to this process and to the well-being of Town residents.

#### Emergency Management/Transportation

- 2021 Parking Permits: The 2021 Parking Season will soon be upon us. Please watch the Town of Provincetown Parking Department webpage for information on how to sign up online for your 2021 Parking Permit. Additional information on the 2021 Camper Parking Permit lottery will be coming up in the next month and will be explained on the web page.

#### Environment/Conservation

- Hazard Mitigation Plan: The Environmental Planner, the Marine Coordinator, and the Acting Emergency Management Coordinator are working with the Cape Cod Commission and other Town staff to finalize the 5-year update of the Hazard Mitigation Plan. The community survey has been completed, and Town staff has one more meeting to review the survey and finalize remaining items. We expect the plan to be available for public review and comment in early February and to present the final draft to the Select Board at its last meeting in February.
- B Street Garden: The Environmental Planner is finalizing a contract for the rehabilitation of about 30-35 of the B Street Garden beds later this winter and spring, using a CPC grant approved at the 2019 Annual Town Meeting.

- East End Waterfront Park: The Environmental Planner and the Recreation Director are working with the Waterfront Park Working Group to review proposals submitted for the community planning proceed and design concept phase for the East End Waterfront Park.

## 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. Provincetown also initiated an Outer Cape vaccination workgroup so that Provincetown, Truro, and Wellfleet specifically are all working together to meet their communities' needs.
- COVID-19 / Public Health / Meeting Needs: The Meeting Needs group of local public health, human services, and faith community partners continues to meet biweekly. We are working on ways to communicate the needs we're seeing in a more organized and consistent way, including through these updates to BOS. Here are some highlights:
  - All agencies report higher than pre-coronavirus pandemic times use of their services, especially for hot meals and groceries. All agencies report that grocery gift cards are particularly helpful and donations of those are always welcome. Agencies include:
    - Homeless Prevention Council
    - ASGCC
    - HOW
  - Participating agencies report offering more coronavirus-safe programming, including online and outdoor programming. The Health Department is collecting this information and intends to share it regularly on its webpage and social media pages. Other agencies include information about these programs in their regular communications with their populations and clients.
  - The agencies that assist folks with unemployment report some issues enrolling folks who need unemployment assistance into the program.
- Public Health / Connectedness: Session 1 of Winter Wednesdays began 1/18/21. The participating departments will begin planning for session 2 soon. For more information, see [www.winterwednesdays.org](http://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.

- Preparation 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.

### Human Resources

- New Hires: Derrick Landle – Sanitation Division, DPW
- Open Year-Round Positions: Currently the Town is seeking Telecommunicator, Administrative Assistant Community Development, On-Call Secretaries
- Open Seasonal Positions: Various Seasonal Positions for the 2021 Season: DPW Highway Dept. Laborer, DPW Transfer Station/Sanitation Laborer, DPW Barrels & Grounds Attendants, DPW Third Barrel Pickup Attendants, DPW Comfort Station Attendants, DPW Beautification Maintenance Staff, DPW Groundskeeper Maintenance Staff, DPW Floating Custodian, Police Seasonal Police Officer, Police Community Service Officer.
- Applications and job descriptions for all positions can be found on the Town's website.

### Library

- Newspapers Available: The Library is pleased to now offer an online subscription to Cape Cod Times, Provincetown Banner, and Boston Metro Collection. All that is needed is a Provincetown Library Card and PIN. The newspapers can be accessed at [provincetownlibrary.org](http://provincetownlibrary.org).
- Crop Swap: Crop Swap was the grateful recipient of funds collected from the Lower Cape Ambulance Food Drive. This will enable the Library to provide more produce on a consistent basis. Additionally, two Tower Gardens have been assembled and plants are germinating. This will enable Crop Swap to grow produce for the program.
- 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](http://clamsnet.org), by calling 487-7094, or emailing [pplstreetside@gmail.com](mailto:pplstreetside@gmail.com).

### Licensing

- Licenses: Completed the preparations of Lodging Licenses for renewal in new software and notified Licensees.
- Licensing Board: Has a new regular member.
- Covid-19: Responded to questions from theme week organizers and local businesses on evolving regulations.

### MacMillan Pier

- Office Operations: The office on the Pier continues to be limited 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 Harbor Master continue to patrol the pier and harbor daily and are on call each evening.
- Maintenance: The West Side of the Pier is gearing up for a small project of Tenant Float Pile replacements to begin next week. This project should take 1-2 weeks.

### Marine Services

- Expedition Blue Town Landing Markers: The Harbor Committee is working with the Cape Cod Chamber to identify our connections to the sea. Across Cape Cod, blue posts and panel markers will focus attention on jobs and industries directly related to the sea or involved in marine related activities. In Provincetown, the markers will direct attention to our harbor at the town landings with information about our history and future of the blue economy locally.

### MIS

- Munis Upgrade: MIS recently coordinated a major upgrade of the Town's Munis financial system. The upgrade consisted of installing new server hardware components, as well as software components. The upgrade aligns us with the most current versions of Munis applications, such as financials, utility billing, employee self-service, and Tyler Content Manager.
- 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 was conducted in early January 2021, and a social engineering campaign has been scheduled for March 1, 2021.

### Planning

- Local Comprehensive Planning Committee: The LCP committee held 22 meetings during 2020, despite not meeting between March and July due to the declared state of emergency. As soon as it was possible for non-regulatory boards to start meeting remotely, the LCP has held regular meetings through late summer and autumn. The LCP is in the process of completing the "Objectives and Strategies" section of the Plan. Once that section is completed, the Committee's next step is to create an action plan for implementation, as required in the Cape Cod Commission's guidelines. Objectives and Strategies have been completed for the Natural resources, Open Space & Recreation section, and the Transportation section. These sections will be distributed to Town Staff and Boards with expertise in these areas for additional input and edits. Finalizing objectives and strategies for the land use, community character, and historic preservation section, the economic development section, and the public health and emergency management section is anticipated within the near future. The existing conditions

section, housing plan, and capital facilities plans are being drafted and anticipated to be completed shortly thereafter. At this time, the Committee plans on obtaining final input and edits before compiling the final draft plan and distributing to the public for feedback. The goal is to maintain an open, iterative, and transparent process to ensure this plan reflects the aspirations of Provincetown prior to its adoption by Town Meeting.

- **Historic Preservation:** The Town Planner is attending a workshop on January 22, 2021 for Municipal Historic Preservation Plans hosted by Chris Skelly, Director of Local Government Programs at the Massachusetts Historical Commission. With its detailed analysis, public input, list of proactive tools, community-specific goals, and action plan, a historic preservation plan offers the local historical commission, preservation partners, and various stakeholders a singular document to help preserve those aspects of the community that make it a special place.
- **Ongoing Planning Projects:** The Planning Department will continue its role as a resource for the Stellwagen Bank Visitor Center Project, the Hazard Mitigation Plan Update, the Public Landscape Committee's project planning, preparing Zoning Bylaw Amendments for Town Meeting, organization Community Development pre-application meetings, and supporting the Planning Board and Zoning Board of Appeals.

#### Public Works

- **Ryder Street Outfall:** DPW Highway crews will remove the check valve from the Ryder Street outfall pipe and attempt to repair it as an interim measure until a new "duck bill" can be ordered, manufactured, and installed. The break in the existing check valve has resulted in flooding around Ryder Street during high tide events.
- **Wastewater Treatment Upgrade:** The installation team will be filling the new tank with water this week to determine if there are any leaks within the tank walls. This is the final check of installation before throttling the project down for a few months. The water department will assist the project team in equalizing the water demand not to put undue pressure on the system.
- **Water Filter Membrane Replacement:** Town staff has been replacing the PVC piping between the raw water tank and the filtration racks with more rigid ductile iron pipe. The project is being done ahead of the 90 module filter replacement to enhance our treatment ability heading into next summer's tourism season.

#### Recreation

- **Additional Virtual Programming Offerings:** The Provincetown Recreation Department is expanding their offerings this winter to keep everyone engaged and connected. In addition to the Provincetown Recreation Department's Afterschool In-Person Program, which will continue to be offered afterschool throughout the winter when the weather permits, the Recreation Department will also offer free virtual programs for children and their families. Some of the programs created are Family Night Fridays, Kids Craft Classes and a Drawing Class instructed by a young local artist. We have also paired up with the Provincetown Parent Teachers

Association and will be offering a Creative World Art Contest Series! For adults, we continue to offer our Movement Class with Bart three times a week and have created a Winter Walk Challenge! To keep the season fresh, we will continue to create new programs to offer throughout!

### School

- Social Justice Education: Our students returned from the long MLK Jr weekend ready for a good week. We are using the life of MLK Jr as a foundation to issues regarding Social Justice.
- Human Rights Academy: Our Middle Years student group "Our Voices Matter" will host student representatives from the Cape & Islands who are members of the Barnstable Human Rights Academy on Wednesday, February 3, 2021 from 12:45-2:45 p.m. (See attached flier).  
Appreciation: Our staff are front-line heroes and we are grateful for their work each day with the students in our care.

### Tourism

- Plan your 2021 Vacation Campaign: As we close the calendar year and move on to the second semester of fiscal year 2021, we remain focused on the strategic plan. During the month of January we will transition from the winter advertising and begin promoting the spring and summer of 2021. We have identified the next steps to round out and complete the campaign supporting the marketing strategy and are finalizing opportunities. The first public relations media press release of the year will launch on January 26, 2021 the U.S. Travel Association's National Plan Your Vacation Day and be in line with our plan your summer 2021 getaway now campaign. The marketing will target new and repeat visitors in the tank away drive market to plan their 2021 getaway, and will consist of digital, print, video and media outreach with a call to action encouraging early bookings.
- Filming in Provincetown: Big Bad Fly Films was in Provincetown over the MLK weekend to gather some b-roll footage for a documentary film titled *Historically Haunted Cape Cod*. One person came to Town to film parts of Commercial Street and the Provincetown Cemetery using a drone and a handheld camera. Additional filming was done indoors at private homes to conduct interviews.

### Town Clerk

- Efficiency: In order to assist citizens and streamline processes, the office of the Town Clerk has been working with Lynne Martin in MIS to get more permits and requests available in an online format including: Vital Record requests, Fuel Permits, Board and Committee applications and Public Record Requests. We hope to have these all up and running soon to supplement the dog license and shellfish permits.
- Staffing: New Town Clerk Emmett Catanese is settling into Town Hall. A special thank you to the Dennis Town Clerk, Terri Bunce, who helped with training on the Voter Registration Information System.