

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: February 4, 2021

Re: Department Update Report for the February 8, 2021 Select Board Meeting

Administration

- **Town Manager Search Process:** The Town Manager Search Committee has held 15 meetings over the past few months where we screened and interviewed numerous candidates for the Town Manager's position. We completed preliminary interviews on Monday, February 1, 2021. The next step is for our consultant to carry out appropriate reference and background reviews of our finalists. Once this process is completed, we will work with the Chair to establish interviews with our finalists, which I believe will occur towards the end of February, 2021.
- **Collective Bargaining:** I cannot provide any context, but I wanted to mention that we are currently engaged in negotiations with the Police and AFSCME unions. Once negotiations are completed, they will ultimately be presented to the Select Board for ratification and Town Meeting for approval.
- **Town Charter Complaint:** I do want to inform the Select Board that I was recently notified by the Charter Compliance Commission that a citizen did file a complaint that I violated the Town Charter related to an incident that occurred at a meeting on November 23, 2020. The Charter Compliance Commission will hold a meeting on this matter on Thursday, February 9, 2021.
- **Provincetown Art Association and Museum (PAAM):** We received an interesting request from PAAM seeking information on holding an ArtTrek, which will be an art project in hopes of giving people an outside activity that can connect them to art, the museum and the town. This will be a type of hide and seek of sorts on town properties throughout the town. We have reviewed this proposal internally and do not see any permitting obstacles. Once the details and schedule are defined, I will provide an update at a future meeting.
- **20th Century Fox/Pilgrim:** While the Select Board did authorize me to execute a Filming Location Agreement for this matter, I have not issued an agreement to date. 20th Century Fox is still working on the details of the exact filming locations

and their schedule. We do have a planning meeting scheduled for Thursday, February 4, 2021 in an attempt to obtain a better understanding of this important project.

Building

- Bradford Access Project: The passenger car for the incline elevator was delivered on Tuesday, February 2, 2021. This was a schedule that was given to the Town prior to recent weather events. Once the elevator is set upon the track, the track will need adjustments and final torqueing of the rails. At the lower pavilion, the contractors continue to set the granite wall cap and curbing.
- Cannabis Retail Operations: Activity on the permitted Cannabis retail operations is picking up again after being delayed by the 2020 COVID concerns and financing. The Haven House, located at 308 Commercial, has begun to replace existing interior finishes and construct the point-of-sale counters. The same is happening at the site at 48 Shank Painter Road. Green Harbor, located at 79 Shank Painter Road, is almost complete with the new interior layout.

Council on Aging/ Human Services

- COVID-19 Vaccines: COA staff has been assisting people with vaccine information and appointments and offering support regarding their understandable frustration with the system. As of this writing, we are hopeful that the state will open a phone line as an alternate to online registration and that the vaccine supply will increase, allowing for the scheduling of local clinics.
- Lunch Program: Our weekly lunch program is growing and we are celebrating holidays and special events as part of the planning. Since the Police Department will not be able to host the annual Valentine's lunch at the Senior Center this year, instead they will be handing out meals to those who pick up or delivering them to diners' homes, providing continuity and an opportunity to connect.
- COA Regional Programming: Through COAST (COAs Serving Together), the Cape COA Directors group, Senior Centers have begun sharing virtual programming on a monthly basis. This enables us to expand our offerings and encourages opportunities for new connections. In February, we added five extra programs from other Centers to the thirty two programs we were offering.

Environment/Conservation

- Hazard Mitigation Plan: The Environmental Planner is working with the county floodplain specialist, FEMA staff, the Building Commissioner, and the DPW Director to obtain the last information needed to finalize the draft of the 5-year update of the Hazard Mitigation Plan. We are on track for plan to be available for public review and comment later this month and to present the final draft to the Select Board in early March.
- Open Space Committee: The committee is considering additional potential open space acquisitions, and the Environmental Planner will be working with the members to begin updating the Open Space and Recreation Plan later this month.

Health

- COVID-19 / Public Health: Though the state recently made the decision to route vaccines to pharmacies for a more equitable vaccine distribution system, Provincetown continues to work on Outer Cape regional vaccine site planning. Provincetown initiated an Outer Cape vaccination workgroup so that Provincetown, Truro, and Wellfleet specifically work together to meet their communities' needs as soon as vaccine is available for public health to distribute.
- 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 Select Board. 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
 - Aids Support Group of Cape Cod
 - Helping Our Women
 - 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 January 18, 2021. The participating departments will begin planning for session 2 soon. For more information, see www.winterwednesdays.org.

Housing

- Ownership Units: The resale of 6 Sandy Hill Lane #11 is moving along with many inquiries of interest. Applications are due no later than February 18th and will proceed for review and a lottery. The Town received notice from the developers for 30 Shank Painter Road - with 2 units under inclusionary zoning, one on-site and one off-site at 36 Nelson Ave – to begin the process to sell the off-site unit for sale this spring. It is a pre-existing unit, but it will receive upgrades in advance of sale.
- CPA Grant Cycle: Six applications were submitted by December 30, 2020. Applications include \$28,008 for the Housing Office, \$100,000 for Affordable Housing Trust Fund, \$100,000 for Homeowner's Assistance, \$100,000 for the Cape Cod 5 Rental Development in Orleans, \$100,000 for restoration of the Schooner Hindu and \$100,000 for community process and preliminary design for

Motta field. The Community Preservation Committee [CPC] has scheduled a public hearing for February 22, 2021.

Library

- 2021 Reading Challenge Announced: The Provincetown Library 2021 Reading Challenge gives readers an opportunity to read books they choose while expanding their horizons. The goal is to read twelve books in twelve months in the following categories: a book about or set in a place you would like to visit – fiction or non-fiction; a travel memoir or other book about travel; a book set in a different time period; a book about the place or culture of your ancestors; a book written by and about someone of a different race, ethnicity, or nationality than you; a book that is your favorite comfort read; a book about nature, spirituality, or self-help; a book you own but have never read; a book at least 500 pages long; a book about or inspired by mythology; a book with magic or magical realism; a book that ends happily ever after. Readers meet-up once a month via Zoom to discuss the titles read, as well as, participate in Facebook Group.
- Bringing the Library to You: One of the many things that people miss about the Library while the building is closed is browsing the shelves. To help with this, the Library is offering “Zoom & Browse” by appointment for the winter. Via Zoom patrons will be virtually taken to shelves to decide what they’d like to check-out.
- Library Services: While the building remains closed to the public, Library staff is available by phone and online during all regular library hours (seven 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.

Marine Services and Emergency Management

- Storm Messaging and Coordination: With a relatively light start to the winter, the Town has only just sent out our first parking ban for snow. While the public may only see the occasional messaging, Police, Fire, DPW, Marine Services, MIS and Town Hall all play a role in our coordinated response with our County and other partners for each storm whether it rises to public alerts or not. This storm brings an occasional opportunity to provide this reminder of our efforts.
- Stellwagen Visitor Information Center Design: The architects are working to provide a conceptual design phase process leading to a cost estimate and final deliverables. As part of that process, the partners, NOAA and Center for Coastal Studies will meet with the Select Board for input on two final siting options that provide for the needs of the Marine Sanctuary Visitor Information Center and the additional public amenities suggested through the feasibility study and other public input.
- Recreational Shellfish Season: The Shellfish Constable reports an exponential increase in license sales and shellfish harvest with oysters an increasing share of

total harvest year over year. There will be a focus on nursery efforts to grow out quahog.

MIS

- Fire Suppression: Work is nearly complete on the fire suppression systems in the datacenters at Town Hall and VMCC. We transitioned to a dry system, so that in the event of a high-heat event, the data center equipment won't be at risk of sustaining water damage from the existing sprinkler heads. This system reacts photovoltaically to smoke and dispenses a fog into the room that has almost no adverse effect on the sensitive electronic equipment. This system reacts sooner than the suppression system would react to the heat of a fire and engage a water deluge. Work is expected to be completed by the end of February 2021.
- Cybersecurity: MIS continues to work 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.
- Maps & Parcels: MIS has been busy coordinating structure and parcel updates to the Town's maps. This requires collaboration between the Assessor's Office, the Finance Department, and PeopleGIS, where the Town's maps are hosted online. This process is repeated several times a year to keep up with the many changes that take place in the community.

Planning

- Local Comprehensive Planning Committee: The committee is drafting, editing, and revising the objectives and strategies for the economic development section of the Plan. The Transportation section was distributed to Town Staff and the DPW for additional input and will be uploaded to the LCP website. Finalizing objectives and strategies for the land use, community character, and historic preservation, and the public health and emergency management sections are anticipated within the near future.
- Zoning Bylaw Amendments: The Planning Board commenced reviewing twelve draft warrant articles of zoning bylaw amendments for the upcoming Annual Town Meeting at its January 28, 2021 meeting. Several articles are administrative "housekeeping" updates to the bylaws and small corrections. The Planning Board will continue to discuss amendments to growth management and the inclusionary and incentive bylaw at future work sessions.

Public Works

- Invitations for Bids: The Town is currently accepting bids for the installation of bike/pedestrian accommodations on Conwell Street. The project is expected to commence in early spring.
- Wastewater Treatment Upgrade: After an initial leak at the manhole hatch during a water tightness test, the tank had to be drained and the hatch reset. The water

test resumed filling the tank at the end of last week and we will be making a determination on the tank's tightness later this week.

- Water Filter Membrane Replacement: Town staff has completed replacing the PVC piping between the raw water tank and the filtration racks with more rigid ductile iron pipe. The project will now move towards replacing the 90 filter modules which will enhance water quality leading into next summer's tourism season.

Recreation

- East End Waterfront Park at 387 Commercial Street: The Recreation Director and the Environmental Planner/Conservation Agent have been leading the East End Waterfront Park project. Eight proposals were received for the design of the Waterfront Park. The selection committee, which consists of the waterfront park working group, reviewed all eight proposals on January 7, 2021. Each committee member evaluated each firm's proposal and scored them in four categories: extent of municipal project experience, experience in waterfront park planning, experience in similar projects within the previous five years and the extent of client references. Finalists were selected and interviews are anticipated to commence in late February or early March, with hopes that a contract can be executed by the end of March and work can commence in late March or early April.
- Virtual Programming Continued: The Provincetown Recreation Department continues to offer and come up with more creative ways to keep the children and adults in our community engaged. All of the programs mentioned in the last update (drawing class, PTA Contests, Family Night etc.) have started and become very popular. Because of such successful participation, we have decided to expand our offerings to the weekends. Starting in mid-February we will be offering a virtual children's movement class to keep them active while being silly on Saturday mornings!

School

- In-Person Learning: Provincetown Schools will return to in-person learning next Monday, February 8th after a two-week session of remote learning after a staff member tested positive for COVID 19.
- Professional Development: Renowned educator Professor Sara Lawrence Lightfoot will be joining staff for Professional Development in February and March. The work will focus on authentic deepening of the relationships with families to build the resilience in children in a society struggling with racism, classism and cultural gaps. We are fortunate to have her joining us in this work. Dr. Scallion is a former student of hers at Harvard Graduate School of Education. You can listen to her at this link: <https://www.youtube.com/watch?v=ExxDtPKvSVc>
- Food Distribution to Families: As always, we are so grateful to the people of the community who support our schools. We resumed distribution of food during our recent period of remote learning.

Tourism

- FY 2021 and Tourism Marketing Strategic Plans: The marketing strategy in place for the second half of FY'21 is not event specific and includes the "Plan your getaway" campaign with a focus on outdoor activities and COVID safety. We continue to target the drive market and follow the Massachusetts travel orders. The strategies for both FY'21 and the draft for FY'22 are flexible and fluid with the ability to pivot, based on the Massachusetts and Provincetown government directives, as the year progresses. Last spring we created a three-step Crisis Marketing Strategy (CMS) which proved to be very useful and successful. As we continue to work through the pandemic the CMS, if needed, will be implemented again to affectively bridge the marketing and advertising.
- Filming in Provincetown: The schedule and filming calendar for the 20th Century Fox Television production 'Pilgrim' remains uncertain due to cast availability. The Town is working on the licensing agreement and hopes to be able to finalize it soon. At this time filming is not expected to commence until early March and will last for a period of two weeks.

Town Clerk

- Board Vacancies: An updated list of board vacancies has been posted onto the Town webpage and has been supplied to the Select Board to help fill open seats
- Efficiency: The office of the Town Clerk has been working with Lynne Martin in MIS to get Public Record Requests into a more efficient process. We hope to test run this process soon to better assist citizens seeking information.