

Memo

To: Select Board

From: Charles Sumner, Interim Town Manager

Date: February 18, 2021

Re: Department Update Report for the February 22, 2021 Select Board Meeting

Administration

- Spring Turkey Hunt: We did receive notice from the Cape Cod National Seashore that the Spring wild turkey hunt will take place in Massachusetts starting be on April 26th through May 15th, which will include the Cape Cod National Seashore properties. The CCNS will be consistent with most of the Massachusetts Department of Fish and Wildlife regulations, however a CCNS permit is required in addition to the State license and permit. Hunting will be restricted to Monday through Saturday, from ½ hour before sunrise until noon.
- COVID-19 Vaccine Distribution: I did sign on to a letter, coordinated by our State Representative Peake's Office, to Governor Charlie Baker that expresses grave concern with the inadequate supply of COVID-19 vaccine allocated to communities within Barnstable County. The letter established the high demand and need for a mass vaccine site on Cape Cod by our citizens.
- Police Station Project: We have contacted the members of our design team in order to prepare limited contract documents for the design development phase for the Police Station project.
- Provincetown Arts Association and Museum: PAAM has created a new arts project in hopes of giving people an outside activity that can connect them to art, the museum and the town. The program will be named ArtTrek and will consist of hiding 21 labeled wine bottles in and around Provincetown. Inside the bottles will be instructions on how to claim the prize associated with the specific bottle. Anyone who finds these bottles will win a prize that range from original artwork to a PAAM membership to gift certificates, etc. The hidden bottles will be camouflaged rather than buried and close to public walkways so that participants do not disturb the environment. The project will start on or about March 1 and end on December 15, 2021.

Building

- Bradford Access Project: The passenger car arrived on Thursday February 11, 2021 and was craned onto the track on Friday February 12, 2021. The attachments to the cable system and track adjustments are being made. Work continues on the lower and upper pavilions.
- Demolitions: The building located at 53 Commercial Street, approved for demolition by the HDC, is on schedule to be demolished. Asbestos abatement has been completed. In addition, a small artist studio at 19 Central Street is also on scheduled to be demolished before the end of the month.

Council on Aging/ Human Services

- COVID-19 Vaccines: COA staff continues to provide ongoing support to residents regarding vaccine appointments. Although we know it will improve, the lack of vaccine availability on the Cape, limited clinics on the Outer Cape and concerns about the state opening up too quickly to the next group has created much anxiety and frustration among older adult residents.
- AARP Income Tax Assistance: AARP Foundation volunteers will return this month to provide free assistance to older residents with simple tax returns. Volunteers will work out of the Senior Center with residents dropping off/picking up returns without entering the building. This is an invaluable service and we are grateful to the AARP Foundation for finding a way to provide it this year.
- Fundraiser: The COA Food Pantry has been selected as the recipient of Stop & Shop's Bloomin' 4 Good program to fight hunger. From February 26th through the month of March, we will receive a \$1 donation for every \$9.99 Bloomin' 4 Good bouquet sold at the Provincetown S&S. This will benefit our longstanding on-site pantry, which is open year-round to people of all ages with no eligibility or registration required. Since last March, we have been taking orders over the phone for pick up or delivery. We appreciate S&S' support of the pantry.

Emergency Management/Transportation

- Camper Parking Permit Lottery: The 2021 Camper Parking Permit lottery is now open. The 2020 Camper Parking spots filled up quickly last year due to restrictions implemented by private campgrounds as a result of the pandemic. The Town saw a significant increase in interest in camper parking, and even had a waiting list for available spots. While the Town cannot determine what other campgrounds may do for the 2021 season, the first come, first serve system which was in place last year only allowed for those individuals ready the day of the sign up to receive a parking spot. The Town of Provincetown is also fortunate that for the upcoming 2021 season, there will be an opportunity for a limited amount of campers to park in designated spots in the parking lot of the VFW. Apply for the lottery by accessing the following website: <https://provincetownma.viewpointcloud.com/categories/1096/record-types/1006555>. Applications must be submitted electronically to the Town by Friday, March 5, 2021 at 12pm, and there will be a blind drawing of all of the applications conducted on Wednesday, March 10, 2021.

- 2021 Parking Permits: The 2021 Parking Permits are now available for purchase. As done in 2020, the purchase of all permits will be done online through the Town's permit system. For information on rates, as well as to purchase permits, please go to the following website: <https://provincetownma.viewpointcloud.com/categories/1096> Permit stickers to be affixed to the inside of your windshield will be mailed to the address provided. License plate recognition software for the MPL and Grace Hall lots will continue to be implemented as done during the previous parking season.

Environment/Conservation

- Cape Cod National Seashore Properties: On February 12, 2021, The Conservation Agent, the Conservation Commission chair, and the Marine Coordinator met with Geoffrey Sanders, who is the Chief of Natural Resource Management and Science for the Cape Cod National Seashore, to discuss the loss of salt marsh grass in the West End Moors and the status of the Army Corps' Dec. 2015 proposal to modify Long Point Dike. Mr. Sanders and the marine Coordinator will be presenting this information to the Conservation Commission at its March 2nd meeting. During our Feb. 12th meeting, we also discussed other coastal flooding issues and potential mitigation projects on CCNS property that are critical to the Town, such as the low-lying culvert in Province Lands Road, the inundation pathway at Herring Cove's south parking lot, and the Hatches Harbor Dike.
- Hazard Mitigation Plan: The first draft of the Hazard Mitigation Plan update is completed, and the staff team is reviewing it. That first review will be completed this week, and the update will subsequently be made available for public comment. We plan to present the draft to the Select Board in early March for your approval to submit it to MEMA for their review and comment prior to final approval later this spring.

Finance

- FY2020 Audit: The audit is near completion; we expect to receive drafts by the end of February. The Town will be issuing GO Bonds this spring; the financial statement audit is required in the process.
- FY2020 State Reports: The reports have all been completed and submitted. We expect to receive notice of free cash certification by the end of February. This information, Free Cash, is a component of the funding plan for the FY2022 CIP.
- FEMA/Municipal CARES Act: FEMA announced recently that they will reimburse eligible COVID impact expenditures 100% back to March 2020. Originally, they were offering reimbursement of 75% and CARES Act was reimbursing the remaining 25%.

Health

- COVID-19 / Public Health: The state recently made the decision to route vaccine to pharmacies and Mass Vaccination sites, though outer cape pharmacies have yet to receive vaccine. The state is opening a Mass Vaccination site slightly closer to the Cape in Dartmouth at the end of February, and apparently is not planning a Mass Vaccination site for Cape Cod. The Health Department is working with Barnstable County Health & Environment and our state delegation to communicate to the Command Center and MA-DPH that this is not equitable or fair for our Cape seniors. Barnstable County continues to receive a meager allotment for sharing across all regional sites in the County, and on Friday 2/12/21 piloted the first outer cape regional site in Eastham with some of the county's small allotment. Provincetown will continue to work with its colleagues on ways to bring more vaccine to the outer cape.
- 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 important highlights:
 - GROCERIES – All local food programs are operating at capacity. The Provincetown Canteen Unit is launching a program to give grocery store gift cards to people who need them. To donate, go to www.provincetowncanteen.org, and if you need a grocery card email info@provincetowncanteen.org or call Provincetown's Community Support Liaison, Alex, for help at 508-237-7042.
 - RENT – All agencies report difficulty securing rental assistance at the level that people need it. Every program has limits and hurdles, and many households need rental assistance each month.
 - TRANSPORTATION – Each agency reports problems with getting clients to appointments, including medical appointments that are not PT1 eligible. The agencies asked if the Town could provide a car to be shared across agencies, that could serve the need.
 - UNEMPLOYMENT – All agencies that help folks navigate the unemployment system report issues connecting some clients with unemployment.
 - PERSONAL CARE ITEMS – HOW's personal care pantry is running low – most needed items include toilet paper, soap, shampoo, body wash, etc.
- Public Health / Connectedness – Session 2 of Winter Wednesdays begins 03/01/21 and registration is now open. For more information, see www.winterwednesdays.org.

Housing

- Ownership Units: The Town continues to work with applicants on the resale of 6 Sandy Hill Lane #11. Applications are due no later than February 18th and will proceed for review and a lottery. Preparing application packet for the sale of 36

Nelson Ave Unit as part of the inclusionary zoning development at 30 Shank Painter.

- CPA Grant cycle: The committee is preparing for the public hearing to be conducted on February 22 for the 6 applications submitted by December 20, 2020. Applications include \$28,008 for Housing Office, \$100,000 for Affordable Housing Trust Fund, \$100,000 for Homeowner's Assistance, \$100,000 for 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.
- Economic Development Grants: Staff is working with the Economic Development Committee on the scheduling and creation of the Team to review the applications.
- Meetings: February 8, 2021 with Robert Davis and the Select Board sub-sub-committee on sustainability with regard to housing; February 9, 2021 with the Year Round Market Rate Rental Housing Trust; February 11, 2021 with HOME Consortium.

Library

- Session 2 of Winter WhenEVERS to Begin: Winter Wednesdays (aka Winter WhenEVERS during the pandemic) is a free community program offering fun, interesting and dynamic classes to the Cape Cod community. This year's selection of courses is larger and more diverse than ever. The goal is to provide programming throughout the week, with varying days and times, to enable everyone in the community who wants to attend a class to do so. Registration for session 2 is now open at winterwednesdays.org. All classes operate in a virtual format using Zoom. Winter Wednesdays is supported by Provincetown Department of Health, Provincetown Public Library, Provincetown Department of Housing and Economic Development, Wellfleet Health and Conservation Department, and in partnership with Provincetown Schools and Truro Central School Committee.
- Digital Magazines Available Through Overdrive/Libby: With a library barcode number and PIN the Library offers access to over 50 magazines in a digital format through Overdrive/Libby that can be downloaded and read on computer or mobile device. Go to <https://clamsnet.overdrive.com/library/magazines> to see the list of titles available that feature a wide range of topics.
- Library Services: 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.

Licensing

- Licenses: Seasonal Liquor Renewals are now being processed.

- Licensing Board: There is an opening for an alternate member on the board. Applications can be submitted through the Town web site.
- Covid-19: Staff continues to respond to questions from local businesses on evolving regulations.

MacMillan Pier

- Pier 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.
- Harbor Regulations: The Pier Corp held a long overdue Public Hearing on the 4th of February, 2021 to go over changes and improvements to the Harbor Regulations Chapter 1 which also included Appendix A, B & C This meeting was held virtually due to COVID governmental guidelines.
- Deliberation and votes were discussed at the next PPPC meeting held on the 11th of February, where a couple items were tabled to obtain further information and input from town counsel.

Marine Services

- Emergency Management, Environmental Planning and Marine Teams: As we wrap up the Hazard Mitigation Planning process, we are working with our AmeriCorps member to conduct interviews with departments and groups outside the normal emergency management structure. Our goal is to ensure their needs are addressed as we work to update and expand the Comprehensive Emergency Management Plan (CEMP). These complementary Plan update exercises reimagine the challenges facing the diverse populations of Provincetown from a variety of stressors, and attempt to address the community needs in those scenarios. While the CEMP was first rolled out in September of 2017, and the Hazard Mitigation Plan has a five-year effective time horizon with FEMA, it makes sense to review and address them sequentially on a regular basis.

Planning

- Local Comprehensive Planning Committee: The committee is finalizing the objectives and strategies for the economic development section of the Plan. The Recreation section was distributed to Town Staff and the Recreation Commission for additional input and will be discussed at their March 3, 2021 meeting. The Committee will next be editing, and revising the land use, community character, and historic preservation section.
- Tufts Urban and Environmental Policy Field Project: The student team met on February 12, 2021 to discuss goals and objectives for the semester project. This included brainstorming project ideas like raising historic structures, coastal protection, and floodable green spaces as possible adaptation strategies by the Town.

Public Works

- Snow and Ice: The highway department continues to clean up after back-to-back snow events. We have been spared the big snow totals that have been forecasted early but the struggles to manage storms with frequent forecast changes can be difficult.
- Wastewater Treatment Upgrade: The new Peak Flow Storage Tank has passed the water tightness test and is now considered complete. Next step is to add the mechanical elements to connect it to the primary treatment plant. The project is on schedule to be completed by July 2021.
- Budget Process: DPW staff has presented their budgets to both the Town Manager and the Select Board. We are now in the processing of fine tuning our capital funding requests before presenting to the Finance Committee in the next few weeks.

Tourism

- Summer 2021 Discussions: Town staff has met with the PBG and Chamber to review and discuss activities and expectations for the summer season. The topics included marketing focus and reviewing the VSB/Tourism Department strategic plan, how to approach advertising and media inquiries, status of events and the abilities to easily pivot as information and summer guidelines from the Town and State become available.
- Filming in Provincetown: Town staff has reconvened meetings with 20th Century Fox Television for the production of 'Pilgrim'. They have been able to provide a schedule and filming calendar. The schedule does include some overnight filming which is being addressed in the licensing agreement, as well as the location managers notifying all abutters. The Town is working on the licensing agreement and will finalize it soon. At this time the move-in is scheduled for Monday February 22, 2021 with filming from Monday March 1, 2021 through Tuesday March 16, 2021, with strike and move-out by Friday March 19, 2021. Over the four week period there will be 100 cast and crew staying in Provincetown at multiple properties.

Town Clerk

- Nomination Papers: Nomination papers for the May 11, 2021 Town Election are now available from the Office of the Town Clerk. For a list of vacancies, please see the Town website.
- Census: The Office of the Town Clerk has sent out the annual street listing requests. Forms should be returned to Town Hall.
- Efficiency: Board Applications are now live online! Please go to the Town website and click "Online Services". Under the Office of the Town Clerk, you will find board applications. Please encourage your friends and neighbors to make use of our online services. A current list of board vacancies can also be found on our website.